



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 04 OF 2021

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1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate

- 4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za.

AMENDMENTS

DEPARTMENT OF HIGHER EDUCATION AND TRAINING (MALUTI TVET COLLEGE): Kindly note that the following posts of HRD Officer with Ref No. MALUTI TVET/CORP001/202 and Placement Clerk with Ref No. MALUTI TVET/CEN001/2021 advertised in the Public Service Vacancy Circular 03 dated 29 January 2021 only the HRD Officer is a re-advertisement. Enquiries can be directed to Ms TP Mathipe Tel No: (058) 303 1732. **DEPARTMENT OF ENVIRONMENT FORESTRY AND FISHERIES:** Kindly note that the following

posts were advertised in the Public Service Vacancy Circular 02 dated 22 January 2021, **Assistant Director: EPWP Reporting** post no 02/22, this has been withdrawn; **Director: Occupational Health and Safety** Ref No: CMS01/2021 post no 02/07; duties of this post have been amended as follows: Manage, monitor and oversee implementation of Occupational Health and Safety requirements and ensure compliance in the Departmental operations; Monitor and ensure compliance in line with Occupational Health and Safety Act; Evaluate practices, procedures and facilities to assess the risk and adherence to the Act and Regulations; Conduct health and safety inspections; Compile reports and submission on Occupational Health and Safety matters. Conduct research on health and safety practices. Analyze latest reviews and changes in regulations and advise the Department. Manage emergency procedures and establish emergency teams; Develop and implement Occupational Health and Safety policies; Monitor Occupational health and safety policy of the Department; Monitor health and safety risks and hazards in the Department; Conduct health and safety risk assessments; Conduct compliance audits in all buildings and sites occupied by the Department; Recommend and implement control measures and advise on the standard Personal Protective Equipment (PPE) issued to employees; Develop and effect health and safety plans in the Department according to Occupational Health and Safety Act, Regulations and other related prescripts; Develop health and safety monitoring systems; Ensure coordination of SHERQ inputs from all the Branches; Ensure coordination of training for emergency response teams in the Department; Assist in managing risks related to the COVID-19 and monitor compliance in the Department. **Environmental Officer Production Grade A: Compliance Biodiversity and Conservation**; Ref No: RCSM01/2021; Post No: 02/31, This post has three (3) positions (Environmental Officer Production Grade A: Compliance Biodiversity and Conservation X3 posts). Please amend accordingly, Please also take note that Applicants are notified that the address for applications responding to **Post 02/28: Chief Marine Conservation Inspector** with Ref No: FIM19/2020), Centre: Port Nolloth Harbor, Northern Cape, advertised in PSVC Circular 02 dated 22 January 2021, should be posted to Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town, **ONLY**. The closing date for all posts in this circular has been extended to 01 March 2021. Apologies for the inconvenience this may have caused.

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DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees.

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Ms M Thubane / Mr A Tsamai
- CLOSING DATE** : 26 February 2021
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants. Shortlisted candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered.

OTHER POSTS

- POST 04/01** : **DEPUTY DIRECTOR: STRATEGIC PLANNING AND REPORTING REF NO: DBE/01/2021**
Branch: Business Intelligence
Directorate: Strategic Planning and Reporting
- SALARY** : R869 007 per annum (All-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised Bachelor's degree/ National Diploma or equivalent qualification as recognised by SAQA (NQF Level 6). A minimum of 4 years' relevant experience at a supervisory/middle managerial level supported by 2 years working experience in the use of performance information management, planning and reporting in a substantive service delivery department. The successful candidate will have: proven experience in managing, evaluating and analysing performance information in a concurrent function department or a similarly complex organisation with at least 600 people with decentralised units; strategies for enriching detail in sectoral plans and reports, initiate interventions with relevant networks and structures, strategies of ensuring that performance information and reporting is optimised, knowledge of Government Planning Frameworks, and Strategic Management within the Public Sector, excellent written and verbal communication skills; excellent understanding of the link between institutional performance and sector performance in a concurrent function; proven ability to produce quality assured work under pressure and manage deadlines; proven experience of analysing performance information for alignment and verification; evidence of showing attention to detail; Proven ability to identify opportunities for improvement in performance information and to develop networks for conducting capacity building efforts spanning a range of performance information and indicators.
- DUTIES** : Manage all performance planning and performance reporting activities of the DBE in line with the strategic objectives of the DBE and the sector, as well as the relevant mandates; Carry out effective strategic analysis to improve performance reporting, information and planning alignment, compliance and effectiveness; Manage all performance planning of the Department in line with the Strategic objectives of the DBE and sector, as well as the relevant mandates; Produce quality credible plans on DBE mandates for quality basic provision; Institutionalise an integrated strategic planning process and deliver strategic performance planning, reporting and monitoring support to Senior Management in the DBE; Advocate for, and improve the use of performance information and analyses of provincial plans in respect of medium and long

term strategic goals, priorities and objectives, and to advise on strengthening performance information use in planning process in the DBE and the broader sector. The individual appointed will do the following in discharging their duties in relation to key stakeholders and programme managers: Refine and provide advice on refining indicator descriptions for performance information to be used in planning and reporting obligations of the DBE and Sector Programme Performance Measures (PPMs). Support processes and tools to deepen performance information use including inputs for programme and branch reviews dealing with Performance Information and improvement processes among others. Analyse and report on alignment of plans and reports of provinces and public entities. Develop performance information management, verification and registry systems and documentation to support the performance information function and use these to support provincial and national efforts to improve institutional performance through better performance information in departments in the sector. Prepare presentations, plans, reports, updates and progress reports using performance information.

ENQUIRIES : Ms M Thubane Tel No: (012) 357 3297/ Mr A Tsamai Tel No: (012) 357 3321
NOTE : Short listed candidates will be required to undergo a test and will be subjected to security clearance.

POST 04/02 : **DEPUTY DIRECTOR: NATIONAL EMIS DATA WAREHOUSE AND QUALITY ASSURANCE MANAGER REF NO: DBE/02/2021**
 Chief Directorate: Information and Management Systems
 Directorate: Education Management Information Systems (EMIS)

SALARY : R869 007 per annum (All-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : Applicant must be in a possession of an appropriate recognised Bachelor's degree or a National Diploma as recognised by SAQA (NQF Level 6), specialising in Computer Science or Information Systems. A Postgraduate qualification and knowledge of the education system will be an added advantage. The candidate must have a minimum of 4 years' relevant experience at a supervisory/middle managerial level in IT, particularly in database management, systems and Project Management. Good working knowledge of Data processing and with at least one statistical package (e.g. SAS, SPSS, STATA or other) and MS Access are further requirements for the position. Knowledge and experience of computer programming, systems analysis and education data collection processes are recommended. A good understanding of the South African Education System, legislation and regulations governing Basic Education and the Education Information Policy in particular. The successful candidate must have excellent written and verbal communication skills. Ability to multitask and meet deadlines in a fast-paced start-up environment with minimal guidance. Work well in a team environment, under pressure and willing to work overtime on occasion. Strong project management skills, attention to detail and strong problem-solving skills are critical. The successful candidate must have a valid Code 8 driver's license and be prepared to travel.

DUTIES : The successful candidate will be expected to retrieve, monitor, quality assure and store data upload at the DBE in the National Data Warehouse (NDW). Operate, process, maintain and upgrade the NDW, the Learner Unit Record Information and Tracking System (LURITS) in collaboration with Provincial Education Departments (PEDs) and SITA. Implement the Education Information Policy and maintain and improve the Education electronic data collection process from PEDs. Automate Education data verification and triangulation with other governmental Departments, Agencies, Institutions and other sources for consolidation, integration and use of all EMIS data. Monitor, support and advise PEDs on LURITS data uploads, quality assurance processes and Provincial Data Warehouses. Assess, monitor, manage and provide support to PEDs and the Department with regards to the implementation of LURITS and EMIS priority areas. Determine the error margin for accuracy, completeness and reliability by conducting independent data quality audits and performing data quality assurance tasks as determined in the SASQAF, Education Information Policy and norms and standards. Provide project management services to the Directorate, manage service level agreements for the implementation of EMIS processes, including the management of service providers. Implement the Departments ICT Strategy on e-Administration. Determine and increase levels of e-readiness for users of

		the e-Administration system. Assist in the management of the Directorate and represent the Department in various internal and external meetings and conferences. Prepare presentations, plans, reports, updates and progress reports. Provide support to the Director, Chief Director and Branch as
<u>ENQUIRIES</u>	:	Ms M Thubane Tel No: (012) 357 3297/ Mr A Tsamai Tel No: (012) 357 3321 reasonably requested.
<u>NOTE</u>	:	Short listed candidates will be required to undergo a test and will be subjected to security clearance.
<u>POST 04/03</u>	:	<u>DEPUTY DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: DBE/03/2021</u> Branch: Business Intelligence Chief Directorate: Information Management System Directorate: Information and Communication Technology
<u>SALARY</u>	:	R869 007 per annum (Level 12) (All-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree or a National Diploma as recognised by SAQA (NQF Level 6 in Information Technology / Information Management or relevant field and COBIT implementation, TOGAF, Computer literacy, A+ and N+ certifications plus at least 4 years' experience at a supervisory level/middle management, and a 3 – 5 years' experience in an Enterprise or Technology architecture environment is required, Sound knowledge of strategic management, Sound knowledge of Information and Communication Technology systems and processes, Working experience managing Networks, Sound knowledge of Microsoft environment, Sound knowledge in managing virtualised environments, Sound knowledge of business continuity management, Sound Knowledge of the E-government strategy and roadmap, Interactive communication, Problem solving and Analytical thinking achievement orientation, Planning and Organizing, proven Project Management competency, strategic thinking.
<u>DUTIES</u>	:	Ensure operational efficiency and improvement of ICT Governance in the Department, effectively plan, manage, assign and coordinate the day-to-day tasks and activities of the ICT Operations team inclusive of processes, procedures, risk management and financial governance, ensure the integrity and smooth operation of the departmental ICT infrastructures, systems and applications, ensure Backup and Disaster Recovery systems are adequate, in place and operational, engage with the department's project groups, and other key business stakeholders to ensure ICT services are provisioned to meet business needs, ensure periodic review and audits are performed across all key ICT operational infrastructures and systems, perform procurement activities in support of general ICT operations, Take responsibility and accountability for the complete management of projects and tasks, including planning, scheduling and implementation, within allocated budgets and quality controls, plan and deploy information security mechanisms and ensure compliance with relevant regulatory frameworks and authorities through researching, developing and implementing information security policies. Manage the development of Enterprise Architecture domain to ensure that the department sustains a holistic and integrated view of technology standards and solutions, create an enabling environment for line and support functions to perform their functions more effectively and efficiently, Ensure confidentiality and reliability of proprietary information and intellectual property, oversee identified deficiencies for ICT policies, standards and best practices to ensure that architectural criteria and practices continue to meet the strategic needs of the Department, develop and maintain computing standards relative to an overall strategy to provide an appropriate degree of standardization, develop and implement governance processes, frameworks and procedures within the Directorate in compliance with GITO requirements, render advice to senior management on relevant technology trends and their applicability to business enhancement, oversee the management of business agreements (BAS) and Service Level Agreement (SLA) of suppliers of information management and Information Technology goods and services, contribute to the business strategy formulation processes.
<u>ENQUIRIES</u>	:	Mr A Tsamai Tel No: (012)357 3321/Ms M Thubane Tel No: (012) 357 3297
<u>NOTE</u>	:	All shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.

<u>POST 04/04</u>	:	<u>DEPUTY DIRECTOR: HR ADMINISTRATION AND CONDITIONS OF SERVICE REF NO: DBE/04/2021</u> Branch: Finance and Administration Chief Directorate: HR Management and Development, Labour Relations Directorate: HR Management and Administration
<u>SALARY</u>	:	R869 007 per annum (Level 12) (All-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A three-year relevant post matric qualification (NQF level 6) in Human Resource Management or Public Administration/Management as recognised by SAQA. A minimum of four (4) years' relevant experience at a supervisory/middle managerial level, working in the Human Resource Management field, with specific focus on service benefits, organisational design and HR data and statistics management. Extensive knowledge of the PERSAL system and a clear understanding of the Public Service Act, Public Service Regulations, DPSA policies and Directives, HR related PSCBC and GSSBC Resolutions, SMS Handbook, and any other HR related prescripts. The successful candidate must be skilled/competent in the following: management; leadership; planning; organising; analytical problem solving; PERSAL competency; computer literacy; sound research; communication and interpersonal relations; stakeholder liaison and co-ordination; proven submission/report writing; policy development and implementation; presentation; financial management; change management.
<u>DUTIES</u>	:	Manage, mentor and train HR staff members, Manage the conditions of service of all employees within the Department, Manage and maintain the PERSAL system; Preform PERSAL Controller functions, Manage Auditor General and Internal Audit requests and queries; Draft and quality assure submissions, letters, memoranda, minutes, circulars, News Flash communiques, Power Point Presentations and any other form of written communication emanating from the Unit; Develop policies and practices on HR matters; Develop and maintain the organisational structure of the Department; Provide information and statistics related to staff data, staff utilisation and other employment matters; Render advice to management, at all levels, on the creation and abolition of posts; Render advice to MMS and SMS Members on the structuring salary packages; Liaise with all stakeholders on human resource management and related matters; Assist with the compilation of the Annual Report, MTEF, HRBP and other HR related reports; Manage HR Registry; Any other HR Management related function that may be delegated from time to time.
<u>ENQUIRIES</u>	:	Mr A Tsamai Tel No: (012) 357 3321/Ms M Thubane Tel No: (012) 357 3297
<u>NOTE</u>	:	All shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.
<u>POST 04/05</u>	:	<u>ASSISTANT DIRECTOR REF NO: DBE/05/2021 (X2 POSTS)</u> Directorate: Research Coordination, Monitoring and Evaluation
<u>SALARY</u>	:	R470 040 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate recognised Bachelor's degree/ National Diploma or equivalent qualification as recognised by SAQA (NQF Level 6), in social sciences, public administration, economics or statistics, A post graduate qualification would be an added advantage; at least three (3) years relevant experience in conducting research or alternatively project management, coordinating research projects, report writing; interpretation and presentation of information in the monitoring and evaluation environment and knowledge of the basic education sector plans. Considerable experience in using computer applications including knowledge of MS Office software (Word, Excel, Outlook, PowerPoint and Access); data analysis skills with experience of working with statistical packages such as SPSS or STATA. Good interpersonal and communication (verbal and written) skills. A valid driver's license. Willingness to travel.
<u>DUTIES</u>	:	The successful candidate will be expected to monitor, evaluate and report medium to long term sector progress against policies and plans. Coordinate and support national evaluations in the basic education sector. Design, manage and support large scale evaluations and research studies commissioned by the Department. Facilitate capacity building on planning, monitoring and evaluation. Liaise and network with research organisations, including presenting DBE research at conferences. Write research reports,

evaluation reports and sector monitoring reports. Develop monitoring tools for the basic education sector. Develop policy briefs, monitoring tools, and evaluation reports, compile national and international reports on basic education. Conduct qualitative and quantitative data analysis for sector monitoring and reporting. Provide monitoring and evaluation support to DBE branches on planning indicators, research, instrument development, reporting and data analysis. Coordinate research and evaluations in collaboration with other government departments, donors and provinces. Monitor research projects led by the Department, this may entail traveling to provinces. Maintain a research repository on departmental studies. Respond to research requests. Attend and present at research events and seminars. Perform any other duties delegated by the Director and the Chief Director.

**ENQUIRIES
NOTE**

: Ms M Thubane Tel No: (012) 357 3297/ Mr A Tsamai Tel No: (012) 357 3321
: Short listed candidates will be required to undergo a test and will be subjected to security clearance

POST 04/06

: **ASSISTANT DIRECTOR: HR ADMINISTRATION AND CONDITIONS OF SERVICE REF NO: DBE/06/2021**
Branch: Finance and Administration
Chief Directorate: HR Management and Development, Labour Relations
Directorate: HR Management and Administration

**SALARY
CENTRE
REQUIREMENTS**

: R470 040 per annum (Level 10)
: Pretoria
: A three-year relevant post matric qualification (NQF level 6) in Human Resource Management or Public Administration/Management as recognised by SAQA. A minimum of 3 years' relevant work experience in the Human Resource Management field, with specific focus on service benefits, organisational design and HR data and statistics management. Extensive knowledge of the PERSAL system and a clear understanding of the Public Service Act, Public Service Regulations, DPSA policies and Directives, HR related PSCBC and GSSBC Resolutions, SMS Handbook, and any other HR related prescripts. The successful candidate must be skilled/competent in the following: management; leadership; planning; organising; analytical problem solving; PERSAL competency; computer literacy; sound research; communication and interpersonal relations; stakeholder liaison and co-ordination; policy development and implementation; presentation; financial management; change management, proven submission/report writing, data base management.

DUTIES

: The successful candidate will provide professional advice to line functions on the effective and efficient interpretation of implementation of Departmental HRM policies, systems, regulations, guidelines, resolutions and other prescripts; Assist with the management of the Department's personnel administration and conditions of service; Assist with the management and maintenance of the PERSAL system; Ensure PERSAL alignment with the departmental structure; Check and approve PERSAL transactions captured on PERSAL; Provide PERSAL reports as and when required; Assist with the maintenance the organisational structure and providing information on staff data/statistics, employment matters and staff utilisation; Coordinate the post establishment and the filling of posts; Assist with the compilation of Annual Reports, MTEF, HRBP and other HR related reports; Assist with the development, amendment and maintenance of human resource policies and practices; Assist with Auditor General and Internal Audit requests and queries; Assist with the management of the Unit and performance assessment of staff members; Perform other Human Resource Management functions that may be delegated from time to time.

**ENQUIRIES
NOTE**

: Mr A Tsamai Tel No: (012) 357 3321/Ms M Thubane Tel No: (012) 357 3297
: Shortlisted candidates will be required to undergo a test and will be subjected to a security clearance.

POST 04/07

: **ASSISTANT DIRECTOR: RECRUITMENT, SELECTION AND PMDS REF NO: DBE/07/2021**
Branch: Finance and Administration
Chief Directorate: HR Management and Development, Labour Relations
Directorate: HR Management and Administration

SALARY

: R470 040 per annum (Level 10)

<u>CENTRE REQUIREMENTS</u>	: Pretoria : A three-year relevant post matric qualification (NQF level 6) in Human Resource Management or Public Administration/Management as recognised by SAQA. A minimum of 3 years' relevant work experience in the Human Resource Management field, with specific focus on recruitment and selection, retention strategies, job evaluation and PMDS. Extensive knowledge of the PERSAL system and a clear understanding of the Public Service Act, Public Service Regulations, DPSA policies and Directives, HR related PSCBC and GSSBC Resolutions, SMS Handbook, and any other HR related prescripts. The successful candidate must be skilled/competent in the following: management; leadership; planning; organising; analytical problem solving; PERSAL competency; computer literacy; sound research; communication and interpersonal relations; stakeholder liaison and co-ordination; proven submission/report writing; data base management; policy development and implementation; presentation; financial management; change management.
<u>DUTIES</u>	: The successful candidate will manage effective recruitment and selection of competent human resources; manage staff; Provide support in the effective implementation of the retention strategy; Oversee the development, implementation, monitoring, and continuous review of appropriate HR policies and procedures; Co-ordinate PMDS implementation and ensure that it is implemented in line with DPSA Directives and Departmental Policy; Provide technical advice and support during the moderation processes; Report on poor performance of members of the Senior Management Services; (SMS) and non-SMS officials for the midterm review and annual assessment; Draft submissions to the DG and the Minister; Assist SMS and non-SMS officials with drafting performance agreements; Manage and submit quarterly reports on the budget allocated to the advertising of posts; Maintain statistics and data for quarterly and annual reports, and; Manage job evaluation processes and conduct job evaluation analysis; Review the Departmental Recruitment and Selection, PMDS and other HR related policies; Assist with Auditor General and Internal Audit requests and queries; Perform other Human Resource Management functions that may be delegated from time to time.
<u>ENQUIRIES NOTE</u>	: Mr A Tsamai Tel No: (012) 357 3321/Ms M Thubane Tel No: (012) 357 3297 : Shortlisted candidates will be required to undergo a test and will be subjected to a security clearance.
<u>POST 04/08</u>	: <u>LEGAL ADMINISTRATION OFFICER REF NO: DBE/08/2021</u> Branch: Finance and Administration Chief Directorate: Legal and Legislatives Directorate: Legislative Services
<u>SALARY CENTRE REQUIREMENTS</u>	: R373 389 per annum : Pretoria : An appropriate recognized LLB degree and admission as attorney or advocate. Six to eight years' appropriate post-qualification experience in a legal environment. A 3 years supervisory/management experience in the legal field. Verifiable skills in the drafting of legislation, with at least three years' experience of such work. Knowledge of education law will serve as an advantage. Knowledge of the Public Service and of applicable legislation, including the Constitution of the Republic of South Africa, 1996, the PFMA, the PAIA, the PAJA, the POPI, and the Treasury Regulations. Knowledge of civil procedure. Good contract management skills. Good legal administration skills. Good problem-solving skills. Good presentation skills. Excellent communication skills (verbal and written) in, especially, English. Strong analytical skills. Skills in the interpretation of statutes and in conducting research. Above-average computer literacy. Willingness to work irregular hours.
<u>DUTIES</u>	: The incumbent will be responsible to draft and/or amend legislation that is administered by the Department, and pilot such legislation through Parliament; comment on draft legislation of other departments, when so requested; provide legal advice, guidance and opinions on legal matters to the Minister, Senior Management and the rest of the Department; provide legislative support to provincial education departments; monitor, coordinate and evaluate the effective implementation of education legislation; assist project managers with legal support in regard to contracts; ensure compliance with PAIA, PAJA and POPI; provide legal education to departmental officials; and carry out any other relevant duties as instructed.

ENQUIRIES
NOTE

- : Mr A Tsamai Tel No: (012) 357 3321/Ms M Thubane Tel No: (012) 357 3297
- : Shortlisted candidates will be required to undergo a test and will be subjected to a security clearance.

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 19 February 2021 at 16:00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : The advertisement (s) contained herein is/are meant for the attention/perusal from all interest job seekers whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Person not employed by the DOD/Public Services are encouraged to apply for the vacancies advertised in this circular. The advertisement (s) contained herein is/are meant for the attention/perusal from all interest job seekers whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Person not employed by the DOD/Public Services are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge, experience and etc) and all required documents attached must be certified a true copy and must be dated. Certification must not be older than six months at the closing date of the advert. (i.e. Educational qualifications, ID Copy and Driver's license). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their permanent residence permits to their applications. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All applications received after closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified. Should an application be received where an applicant applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. If an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Potential candidates, declared in excess must indicate their excess status on Z83, Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months regarding the prescribed rules and will be expected to sign a performance agreement. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

- POST 04/09** : **DEPUTY DIRECTOR: BUDGET MANAGEMENT, SA ARMY REF NO: CFO 21/1/1**
 Finance Management Division
 Chief Directorate: Budget Management: Sub-directorate: SA Army
 Applicants who previously applied for this post must re-apply
- SALARY** : R733 257 per annum (Level 11) (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : Minimum requirements: Grade 12 certificate plus a three year B Degree or National Diploma in Finance / Accounting. A minimum of five (5) year's Budget Management experience of which three years must be on an Assistant Director

or equivalent level. Knowledge: working knowledge of estimating, budgeting, expenditure control, cash flow management and the policy, procedure and processes regarding budget management in the Public Service/Private Sector. In-depth knowledge of and ability to prepare and conduct effective decision briefs and presentations to executive authorities. A thorough working knowledge of the financial processes of the Public Service/Private Sector. Proficient in financial regulatory frameworks in the Public/Private Sector, augmented with sound working knowledge of acquisition/procurement policies, process and procedures. Best practice budget management skills, including the drafting and submission of decisions briefs, estimates of expenditure and revenue, cash flow plans, presentations to and for clients, and providing sound financial advice to clients to ensure informed decisions. Abilities: Able to understand and interpret financial prescripts of the Public Service. Able to write and effectively apply budget policy. Ability to apply forecasting models. Ability to both lead a team and work as part of a team. Accuracy and an eye for detail. Capability: Demonstrate capability to interpret higher order budget guidelines and convert to programme guidelines, negotiation skills, project management skills and computer literacy. Ensure, enhance and apply the departmental system of financial management and internal control inclusive of budget preparation, budget control, reporting and financial misconduct management. Excellent analytical and numerical abilities, particularly regarding the financial management of multi-year acquisition projects, adjudication of project submissions and forecasting models. Demonstrated ability to write programmes to extract management information from a central data repository clients reporting/information requirements. Emotional intelligence for problem management, responding appropriately under difficult situations towards senior and military personnel, negotiate and deal with client's efficiently whilst functioning with little to no direct supervision. Confident, respectful and articulate communication skills (verbal, written and visual) with good listening skills and an open mind to critique or suggestions.

DUTIES

: Managing of the SA Army strategic financial management planning and budgeting process. Adjudicating of the financial decisions and transactions in relation to their financial proprietary, regularity, value for money and value proposition. Providing the strategic directions for the establishment and continued enhancement of the financial control system within the SA Army ensuring that the related internal control systems are in place related to expenditure and revenue management. Maintaining budget control processes to ensure financial proprietary, regularity, value for money and value for proposition in all financial approvals. Coordinate and provide the financial support required to administrative the budget control process related to expenditure and revenue management. Develop and ensure the provisioning of a financial reporting system within the SA Army. Provide financial management advice for the strategic management direction within the SA Army with regard to financial decisions and transaction for both expenditure and revenue management. Oversee the compilation of claims and report on all areas of revenue collection. Coordinate the administering of the system related to the management of financial misconduct incidents in the SA Army. Evaluate the internal control systems with regard to financial governance risks and compliance. Management of the financial delegations within the SA Army. Compile the risk management plan related to the financial Governance, Risk and Compliance (GRC). Consider financial management concepts and principles within the policy environment. Coordinate the Auditor General South Africa (AGSA) and internal audit process related to financial management matters within the SA Army. Providing the relevant financial management considerations into the decision making process of the SA Army. Administering of the allocated resources. Directing of the budget management service in the service or division. Maintaining of budget management capability. Maintain a well administered Budget Management (BM) Human Resource (HR) components. Support budget management capability. Oversee compliance to the occupational health and safety standards within allocated facilities.

ENQUIRIES **APPLICATIONS**

: Ms N. Tyibilika Tel No: (012) 355 5842
: Application may be submitted electronically via email to: Rendani.Makungo@dod.mil.za. Please use reference number not post number.

NOTE

: Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African

males, Africans females, Coloured females, Coloured males and People with disability.

POST 04/10 : **DEPUTY DIRECTOR: LOSSES AND CLAIMS MANAGEMENT REF NO: CFO 21/1/2**

Finance Management Division
Directorate: Finance Control Service
Sub-directorate: Losses and Claims Management
Applicants who previously applied for this post must re-apply

SALARY
CENTRE
REQUIREMENTS

: R733 257 per annum (Level 11) (all-inclusive salary package)
: Pretoria
: Minimum requirements: Grade 12 certificate plus a three year B Degree/National Diploma in Financial Management with a minimum of five (5) years' relevant experience of which three (3) years must be on an Assistant Director or equivalent level in legal processes relating to claims against and on behalf of the State, losses and damages. Sound knowledge of financial and legal processes. Ability to effectively and correctly interpret and apply all Acts and legal notices as well as policies and regulations. Analytical and innovative thinking ability. Ability to compile and draft effective reports. Well-developed communication skills and computer literate, including MS Word. Receptive towards teamwork and ability to operate independently. Receptive to work related suggestions, ideas and decisive/persevering iro task finalisation.

DUTIES

: Identify legal questions with regard to letters of demand and or summons according to regulations and legal procedures. Obtain information including policy, statutes and manage the losses and damages functionary documents with regard to financial and legal matters. Briefing and instructing State attorney, private attorney and internal offices on a proposed matter. Determining the legal course of action to be taken in best interest of the State. Liaising, negotiating and arranging consultation for specialised inputs. Frequent inter-action with interest groups, experts and State attorney. Application of legal principles and financial procedures with regard to financial matters. Analysing and interpreting appropriate legal action. Studying and updating regulations and policies regarding legal, damages and losses matters. Managing all personnel who resort under control of the post incumbent.

ENQUIRIES
APPLICATIONS

: Mrs A. Nkomo Tel No: (012) 355 5830
: Application may be submitted electronically via email to: Rendani.Makungo@dod.mil.za. Please use reference number not post number.

NOTE

: Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, Africans females, Coloured females, Coloured males and People with disability.

POST 04/11 : **DEPUTY DIRECTOR: DIVISIONAL PLANNER REF NO: CFO 21/1/3**

Financial Management Division
Office of the Chief Financial Officer, Divisional Planner

SALARY
CENTRE
REQUIREMENTS

: R733 257 per annum (Level 11) all-inclusive salary package)
: Pretoria
: Minimum requirements: Grade 12 certificate plus a three year B Degree/National Diploma in Finance or Accounting. A minimum of five (5) years' relevant experience of which three years must be on an Assistant Director or equivalent level. Knowledge: Good working knowledge of current government legislation. Abilities: The ability to manage personnel, assets, expenditure and ensure compliance. The ability to interpret and apply instructions and prescripts to ensure compliance. The ability to effectively utilise resources. The ability to effectively perform administrative functions, execute budget management responsibilities and the writing of reports. The ability to organise and schedule specific activities, projects and events as directed by the Chief Financial Officer. Capability: Demonstrate the capability to apply strategic management by interpreting higher level guidelines and compile an operational plan for his/her area of responsibility. Display capabilities of negotiation, facilitation, empowerment and evaluation of personnel under control. Possess computer skills that will ensure effective

management of functions under his/her supervision. Added advantage: An Honours – and / or Master's degree. Experience in Project Management and Research.

DUTIES

: Compile and issue guidelines and instructions on the content, formats and management of the Strategic Business Plan (SBP), Annual Performance Plan (APP), Quarterly and Monthly reports and the Annual Reports for Finance Management Division (FMD). Communicate and co-ordinate with all stakeholders with regard to changes in any process that influence FMD's process and planning guidelines. Ensure alignment of the APP with budget allocation and that the Division's budget appropriately captured by Budget Managers. Compile FMD's Risk Management report. Manage special projects pertaining to the strategic planning of the FMD. Participate in the environment review process of the FMD. Manage and report on strategic issues within the FMD (inputs and advice to CFO) Align FMD's long-term planning with the DOD Medium-Term Strategic Framework (MTSF) and Medium-Term Expenditure Framework (MTEF). Participate in relevant reporting forums. Support to Chief Finance Officer (CFO) in respect of planning, at the FMD Budget Holder Control Committee meetings, control measures, follow-up on instructions, feedback sessions and liaise with delegates and VIP visitors. Support to the CFO in respect of administration (staff service) in the absence of the Deputy Director: Administration (Personal Staff Officer).

ENQUIRIES

: Ms M.H.P. Deane Tel No: (012) 355 5568/6218

APPLICATIONS

: Application may be submitted electronically via email to: Rendani.Makungo@dod.mil.za. Please use reference number not post number.

NOTE

: Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, Africans females, Coloured females, Coloured males and People with disability.

POST 04/12

: **SENIOR STATE ACCOUNTANT REF NO: CFO 21/2/1**

Financial Management Division

Chief Directorate: Budget Management, Budget Management Office Joint Operational Headquarters, Dequar Road

SALARY

: R316 791 per annum (Level 08)

CENTRE

: Pretoria

REQUIREMENTS

: Minimum requirements: Grade 12 certificate plus B Degree or three year National Diploma in Finance/Accounting, with a minimum of three years relevant experience or Grade 12 certificate with finance/accounting related subjects and a minimum of seven years relevant experience. At least three (3) years practical experience in a supervisory capacity. Ability to understand, interpret and correctly applying the Budget Management and Budget Control policy and prescripts. Well-developed knowledge of the budget management and budget control process in the Public service/ Private sector would serve as a strong recommendation. Practical experience of utilizing the Financial Management System (FMS)/BAS and IC or any other financial system recommended. Knowledge of financial management practices. Fully computer literate in MS Word, MS Excel and MS PowerPoint. Knowledge of the Public financial management Act (PFMA), Treasury Regulations (TR's) and Procurement Prescripts. Well-developed reasoning, organizing, problem solving, facilitating, report writing and budgeting skill. Well-developed verbal and written communication skill. Good interpersonal relations. Honesty, integrity, hardworking, ethical, decisive, perceptive, positive, creative, good team work. Ability to effectively and efficiently communicate. Being in possession of valid RSA/Military driver's license.

DUTIES

: Execute proper expenditure control within area of responsibility and ensure that all related reports are compiled. Prepare Financial Authorisation (FA), Schedules and present at Budget control Committee (BCC). Report on monthly cash flow deviations. Evaluate Quarterly Budget to determine surpluses/shortage and manage reallocation of fund. Assist in compiling of level 2 MTEF requirement in accordance with prescripts and guidelines and compile the MTEF budget presentation. Participate in preparing and maintaining of a budget management capability. Administrate domestic revenue. Initiate internal payment, compile journal requests and obtain approval. Participate in planning of military exercises and the compiling of

		budgetary guidelines. Assist in the managing of GRC related matter in AoR. Assists and supply advice to clients and stakeholders. Attend and conduct presentation at meeting and planning sessions as and when required. Effectively supervising and managing subordinates.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr L.L. Ngidi Tel No: (012) 674 5704
	:	Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Note: Please use reference number not Post number.
<u>NOTE</u>	:	Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, Africans females, Indian males, Coloured males and People with disability.
<u>POST 04/13</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: CFO 21/2/2</u> Finance Management Division Chief Directorate: Budget Management Directorate: Budget Management Office SAMHS, SA Military Health Services,
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (Level 08)
	:	Pretoria
	:	Minimum requirements: Grade 12 certificate plus B Degree or three year National Diploma in Finance/Accounting, with a minimum of three years relevant experience or Grade 12 certificate with finance/accounting related subjects and a minimum of seven years relevant experience. Financial Management System (FMS) or any other financial system. Information Centre qualified and able to draft complex programs in this regard. Sound mathematical and problem solving ability. Thorough, working knowledge of all expenditure control transactions on FMS or any other financial system. Thorough knowledge of computer systems, MS Word, Ms Office and Excel. Ability to interpret and apply policy. Well-developed verbal and written communication skills. Ability to effectively function as part of a team. Receptive to work-related suggestions/ ideas and decisive/ persevering in regard to ask finalization. Must be in possession of valid RSA driver's license/Military drivers license and willing and able to travel as and when required. Minimum security clearance.
<u>DUTIES</u>	:	Assisting with formulation and monitoring of compliance to internal controls, policies and operating procedures. Assisting with budgeting and expenditure control as performed at level 4 as well as preparing budgeting and expenditure control documentation. Assisting with the financial authority process. Preparing monthly early warning report for C Fin. Assisting with on- site informal audit of Military Health Formation Budget Management Offices as to their compliance to prescripts. Participating in Expenditure Control Committee meetings. Assisting in the preparation of management reports for the client through development of information centre reports and graphic presentations. Assisting in executing of budgeting processes as and when required. Participating in preliminary investigations in regard to potential irregularities and compiling of required reports for submitting to GOC and SAMHS BM. Managing of all personnel, assets and material resorting under control of this post.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr A.P. du Pisani Tel No: (012) 367 9075
	:	Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Note: Please use reference number not Post number.
<u>NOTE</u>	:	Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, Africans females, Indian males, Coloured males and People with disability.

<u>POST 04/14</u>	:	<u>SENIOR STATE ACCOUNTANT (I.E HUMAN RESOURCE DEVELOPMENT PRACTITIONER) REF NO: CFO 21/2/3</u> Financial Management Division Chief Directorate: Financial Services Directorate: Finance Support Service, Finance ETD Centre, Thaba Tshwane
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Minimum requirements: B degree or three year National Diploma in HR/HRD related field with a minimum of 3 years' experience in executing training and development functions or Gr 12 Certificate with a minimum of 7 years' experience in executing training and development functions. A valid drivers' license. Knowledge: Knowledge of SDA, PSA, SDLA, PFMA, LRA and EEA. Skills: Proven ETD related skills/training. Proven computer literacy. Excellent presentation and training skills. Personal attributes: Good interpersonal relationship. Ability to interpret and apply policies and regulations. Ability to work as an individual and in a team. Ability to work under pressure. Be willing to conduct training outside the Pretoria area if requested. Added advantage: Being a CIP trainer, assessor or moderator. Ability to draft and develop course content or a curriculum. Certificate in computer training (office packages). PERSAL/PERSOL certificate. General administrative skills. Supervisory skills.
<u>DUTIES</u>	:	To execute the prescribed education, training and development (ETD) functions within the Financial Management Division (FMD). To coordinate and facilitate internal training and development programmes, e.g enroll learners, conduct training, assessments, write report, etc. To administrate employees' attendance of training and development programmes, e.g communicate with roles players, arrange venues, etc. To execute administration duties relating to training programmes/courses, e.g developing lesson plans, study materials, reports, certificates, etc. To prepare and implement curricula, lesson plans, SOPs, evaluation documents, etc. To supervise employees attending courses at the Finance ETD Centre. To assist in preparation and implementation of training and development plans. To attend meetings on behalf of the ETD manager if/when requested. Act as a Fin ETD Manager as and when required. To execute assigned administration duties relating to training and development within the FMD.
<u>ENQUIRIES</u>	:	Ms M. Wehl Tel No: (012) 674 4626/ 4628/9
<u>APPLICATIONS</u>	:	Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.
<u>NOTE</u>	:	Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, Africans females, Indian males, Coloured males and People with disability.
<u>POST 04/15</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: CFO 21/2/4</u> Financial Management Division Chief Directorate: Budget Management SA Air Force Budget Management, Command & Control System Group, Budget Office
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Minimum requirements: Grade 12 certificate plus B Degree/ three year National Diploma in Finance/Accounting with a minimum of three years relevant experience or Grade 12 certificate with finance/accounting related subjects and a minimum of seven years relevant experience. At least three years practical experience in a supervisory capacity. More working relevant years of experience as Finance Clerk Supervisor will be an added advantage. Financial Management System (FMS) Information Centre qualified. HR, Finance and Information Management Skills. Ability to draft complex programs/reports in this regard would be a strong recommendation. Computer literate and skilled in MS Word, Excel and PowerPoint. Thorough knowledge of estimating, budget and expenditure control process within the DOD and related transactions of FMS. Creative, strong mathematical, problem solving and statistical analysing

ability. Well-developed verbal and written communications skills. Ability to analyse and interpret policies, instruction and regulations. Receptive to work related suggestion/ideas, decisive/persevering regarding task finalisation and sound judgemental ability. Ability to effectively function as part of a team. Possession of RSA valid driver's license/Military driver's license will be a strong recommendation. In possession of or able to obtain a DOD confidential security clearance.

DUTIES :

Execute proper budget and expenditure control within area of responsibility as contained in Finance Regulations, Treasury Instruction, and Manual for finance Planning and Budget System in the Public Service as well as the Public Finance Management Act (PFMA), prepare Financial Authorisation (FA), Schedules and present at the Budget Control Committee (BCC). Report on monthly cash flow deviations. Evaluate Quarterly Budget to determine surplus/shortage and management reallocation of fund. Assist in compiling level 2-4 MTEF requirements in accordance with prescripts and guidelines and compile the MTEF budget presentation. Participate in preparing and maintaining a budget management capability. Administrate domestic revenue. Assist in handling Audit Queries, Conduct Preliminary Investigation (PI) regarding potential irregularities and compilation of reports to the client. Managing and supervising all subordinate and being accountable for all security of information and material under his/her control.

ENQUIRIES :

APPLICATIONS :

Mr S.R. Molekwa Tel No: (012) 312 2209

Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.

NOTE :

Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, Africans females, Indian males, Coloured males and People with disability.

POST 04/16 :

SENIOR STATE ACCOUNTANT REF NO: CFO 21/2/5
Finance Management Division
Directorate: Financial Control Services, Risk Management

SALARY :

CENTRE :

REQUIREMENTS :

R316 791 per annum (Level 08)
Defence Head quarter: Pretoria
Minimum requirements Grade 12 certificate plus B Degree/ three year National Diploma in Finance/Accounting with a minimum of three years relevant experience or Grade 12 certificate with finance/accounting related subjects with a minimum of seven years relevant experience. At least three years practical experience in a supervisory capacity. Computer literate and advanced working knowledge of Word processing, Spreadsheet and database applications. Well-developed reasoning, mathematical and problem solving ability. Proven supervisory capabilities at executive level with very good communication and negotiating skills. Proven ability to function independently. Willing and able to obtain confidential security clearance and to travel extensively at short notice and work after hours at short notice. Exposure to the various resource systems in the DOD/Public Service or Private sector would be a strong recommendation. Well-developed presentation skills. Exposure to Risk Management with regard to strategic, objective and resource risks.

DUTIES :

Co-ordinate the development of a network based application to manage the risks of the Department of Defence (DOD). Maintain the Resource Systems Risk database of the DOD. Act as secretary of the Resource System Risk Management Committee of the DOD. Maintain the Risk Management Standard of the DOD. Issue Risk Management guidelines to be used by the Resource Managers when drafting their Business Plans. Monitor and ensure that risks are managed in accordance with the Risk Management Plans submitted by the various Resource System managers. Draft monthly reports with regard to the status of risks being managed by the Resource Managers. Provide information to the Inspector General (IG) when they are compiling Internal Audit Programs to ensure that risks are being managed and avoided as directed in the Resource System Business Plan. Assess internal and external Audit Reports to determine whether risks were found and what treatment is required. Execute

personnel management tasks with regard to the personnel resorting under the control of this post. Provide information on an annual basis to be included in the Financial Statements and Annual Report of the DOD. Liaise with Resource Managers regarding the management, reporting and treatment of risk. Attend management forums of the Resource Managers to provide guidance in identifying, assessing and treatment of risk. Provide training with regard to risk management when and where required. Monitor and maintain the integrity of the Resource Risk Management System. As and when required, conduct investigations to determine whether the internal control measures within a resource system are effective in preventing risks from occurring. Perform the annual risk assessment of the resource systems within the DOD. Analyse information from the control DOD environment and conduct an independent risk assessment. Provide guidance to management regarding the treatment of risk.

**ENQUIRIES
APPLICATIONS**

: Ms A. Nkomo Tel No: (012) 355 5830
: Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception. Note: Please use reference number not post number.

NOTE

: Finance Management Division is guided by the principle of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, Africans females, Indian males, Coloured males and People with disability.

POST 04/17

: **FINANCE CLERK SUPERVISOR, REF NO: CFO 21/2/6**
Financial Management Division
Directorate: Personnel Payments (Foreign S&T sub-section)

**SALARY
CENTRE
REQUIREMENTS**

: R257 508 per annum (Level 07)
: Pretoria
: Minimum requirements: Grade 12 certificate plus B Degree or three (3) years National Diploma in finance/accounting with a minimum of two (02) years relevant experience or Grade 12 certificate with finance/accounting related subjects and a minimum of three (3) years relevant experience. Knowledge of computer systems and programs utilised in the DOD, Public Service and Public Sectors including PERSOL/PERSAL, Financial Management System (FMS), MS Word and Excel. Sound reasoning, mathematical and problem solving ability. Ability to understand and interpret financial policies. Well-developed verbal and written communication skills and able to compile effective reports. Personal attributes: Ability to function as part of a team, receptive to work related suggestions/ideas, decisive/persevering iro task finalisation and able to effectively function under pressure.

DUTIES

: Checking/verifying the administration of foreign subsistence and travel advances and claims daily, according to policy directives. Monitor and update control register. Checking of journals. Ensure implementation of revised special daily allowances for visits abroad from DPSA and all other relevant policies. Attend to enquiries pertaining to foreign S&T. Compiling of monthly statistics. Monitor and supervise the registry of foreign S&T. Monitor, report and management with regard to the status of the outstanding balance on the foreign S&T control account. Verifying and execution of Foreign Subsistence and Transport (S&T) claims, salary and allowance for members/ employees (clients) of the Department of Defence. Supervision, guiding and training of Finance Clerk (s) resorting under control of this post. Receiving, checking, compiling and controlling of foreign S&T claims, Z59 forms and the Mission Claims Register as well as Advances and Claims. Register the Addendum Register and compiling of related Journals. Continuous monitoring of claims documentation to ensure that these documents properly signed as prescribed. Approving of computer code documents with regard to Foreign S&T. Constant collaboration and communication with Senior State Accountant regarding all functions and tasks coupled to the post. Capturing and approving of transactions on Persol and Financial Management System (FMS). Looking-up and printing S&T related management information and statistics from the PERSOL and FMS. Supervising and managing personnel, equipment and material resorting under control of this post. Timely payment of all invoices. Timely confirmation of all TELKOM and Freight Order accounts. Timely

		finalisation of all Central Advance System events and transactions. Successful monthly execution of Central Advance System cash counts. Quarterly confirmation of correctness of Face Value Document administration. Report, investigates and follow up of all finance related irregularities. Manage the preparation of medical accounts as well as supplier accounts by verifying payment documents for anomalies verify payments on FMS and PERSOL, register and couple invoices for payment. Manage administration iro cash payments, advances purchases and PMG account deposits. Final approval of S&T claims for Clients in area of responsibility. Manage/supervise all personnel who resort under the post.
<u>ENQUIRIES</u>	:	Ms T.T. Tshioma Tel No: (012) 392 2245
<u>APPLICATIONS</u>	:	Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).
<u>NOTE</u>	:	Finance Management Division is guided by the principle of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, Africans females, Indian males, Coloured males and People with disability.
<u>POST 04/18</u>	:	<u>FINANCE CLERK SUPERVISOR REF NO: CFO 21/2/7</u> Financial Management Division Chief Directorate: Accounting Directorate: Personnel Payments (ACC & DISTR)
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Minimum requirements: Grade 12 certificate plus three year Degree/National Diploma in Finance/Accounting with a minimum of two (02) years relevant experience or Grade 12 certificate with finance/accounting related subjects with a minimum of three (03) years relevant experience. More working relevant years of experience as Finance Clerk will be an added advantage. Knowledge sound reasoning, mathematical, accounting and problem solving ability with strong supervisory skills. Knowledge of computer systems in the DOD/Public Service/Private Sector, including Persol/Persal, MS Word and Excel. Well-developed verbal and written communications skills, very conscientious and motivated towards producing effective, efficient and correct work and always aiming for a zero defect environment. Ability to effectively function as part of a team, receptive to work-related suggestions and ideas. Decisive/persevering regarding task finalisation and able to effectively function under pressure.
<u>DUTIES</u>	:	Ensuring effective execution of prescribed accounting processes related to the payments of financial benefits to ex-employees of the Department of Defence (DOD). Ensuring that calculation of the leave payments, pro-rata service bonus and accounting of overpaid amounts to be recovered from ex-employees are correct and in accordance with prescripts. Constant collaboration and communication with the Senior State Accountant regarding all functions and tasks coupled to the post. Assist and coordinating of related administrative tasks Supervision, guiding and training of Finance Clerks resorting under the control of this post. Capturing of all final payments related transactions on Persol and on the Financial Management System (FMS). Ensuring that all accounting records, documentation, statistics and files are safeguarded and readily available for audit purposes. Assisting in handling ministerial and audit general enquiries concerning final payments. Looking-up and printing final payments related management information and statistics from the Persol and FMS. Effectively supervision all personnel, assets, information and material under his/her control.
<u>ENQUIRIES</u>	:	Mr V.S. Mtengwane Tel No: (012) 392 2110
<u>APPLICATIONS</u>	:	Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.
<u>NOTE</u>	:	Finance Management Division is guided by the principle of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African

males, Africans females, Indian males, Coloured males and People with disability.

POST 04/19

FINANCE CLERK SUPERVISOR REF NO: CFO 21/2/8

Finance Management Division
Directorate: Central Accounts
Sub-Directorate: Debtors Accounts

SALARY

: R257 508 per annum (Level 07)

CENTRE

: Bloemfontein

REQUIREMENTS

: Minimum requirements: Grade 12 certificate plus three year Degree/National Diploma in Finance/Accounting with a minimum of two (02) years relevant experience or Grade 12 certificate with finance/accounting related subjects with a minimum of three (03) years relevant experience. More working relevant years of experience as Finance Clerk will be an added advantage. Computer literate in MS Word, Excel and Access. Literacy regarding the Financial Management System (FMS) and PERSOL/PERSAL mainframe programmes utilized in the Department of Defence (DOD)/ Public Service and Private Sector would be a very strong recommendation. Knowledge of and exposure to the prescribed processes and procedures regarding departmental debt as well as the related accounting transaction and actions. Sound reasoning, mathematical and problem solving ability. Ability to effectively liaise and communicate with clients, debtors and management, both verbally and in writing. Good supervisory skills, positive, creative, possess sound judgmental ability.

DUTIES

: Rendering support and assisting in managing, controlling, following up and maintaining current as well as new departmental debt within the Department of Defence (DOD). Implementing effective actions and procedures to efficiently recover and control outstanding debts from serving and ex-members of the SA National Defence Force (SANDF), Public Service Act Personnel (PSAP) and private institutions. Implementing and maintaining processes to effectively handle Departmental debt. Liaising and corresponding with the State Attorney as and when required. Regularly controlling and checking all accounting transactions relating to the debtor accounts control functions. Ensuring that all related documentation, correspondence and file are recorded and kept safely for audit purposes. Constant collaborating, liaising and communicating with the Senior State Accountant in control of the section. Executing all other related functions and duties as per the prescription of the Public Finance Management Act (PFMA), Treasury Regulations (TR) and other related policies. Effectively supervision all personnel, assets, information and material under his/her control.

ENQUIRIES

: Mr Z. Mathibela Tel No: (012) 392-2753

APPLICATIONS

: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.

NOTE

: Finance Management Division is guided by the principle of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, Africans females, Indian males, Coloured males and People with disability.

POST 04/20

FINANCE CLERK (X9 POSTS)

Financial Management Division
Directorate: Stores, Services and Related Payments (DSSRP), Finance Accounting Service Centres

SALARY

: R173 703 per annum (Level 05)

CENTRE

: FASC Blomfontein Ref No: CFO 21/2/9A (X2 Posts)
FASC Kroonstad, Ref No: CFO 21/2/9B
FASC Durban, Ref No: CFO 21/2/9C
FASC Garrison Ref No: CFO 21/2/9D (X2 Posts)
FASC Youngsfield, Ref No: CFO 21/2/9E
FASC MOD, Ref No: CFO 21/2/9F
FASO Jan Kempdrop, Ref No: CFO 21/2/9G

<u>REQUIREMENTS</u>	:	Minimum requirements: Grade 12 certificate with finance/accounting related subjects. Ability in understanding, interpreting and correctly applying financial policies and prescripts. Basic knowledge of financial and accounting processes. Basic knowledge of contract management or State Tender Board regulations and supply chain management process. Sound knowledge of the Public Finance Management Act and Treasury Regulations as well as knowledge of Financial Management Systems or other financial systems will serve as a strong recommendation. Computer literate in MS Office software packages (Word, Excel and PowerPoint). Ability to effectively liaise and communicate with clients. Decisive and persevering in terms of task finalization. Willing to undergo training at Finance Education, Training and Development Centre as the successful candidate will be required to complete all relevant courses. Willing to be detached to Satellite Offices across geographical boundaries. Willing to work with cash (as cashier), in Rand and Foreign currency. Willing to assist with general administrative functions and archiving /filing/safekeeping of all accounting documentation. Added advantage: Post Matric qualification in Finance/Accounting. A minimum of one year relevant experience. A valid RSA/Military driver's license.
<u>DUTIES</u>	:	Strictly apply policies, prescriptions and regulation. Detect and report on all irregularities. Performing of cashier duties by paying out of cash advances. Receipt of State monies. Receive cash from client and verify or correctness in terms of the purpose of the payment. Issue an official receipt. Accurate allocation Revenue. Timely preparation and capturing of deposits on FMS and securely dispatching of deposits to the bank. Process Supplier Invoices for payment. Safekeeping and issuing of Face Value Documents (FVD). Archiving of Accounting documents, Bundle documents in numerical order for ease of retrieval. Record Accounting documentation in numerical order for ease of retrieval, Record accounting documentation in archive register and timely filing of bundled documentation in archive room. Safekeeping of payment and other accounting documentation for audit purposes. Utilise the Financial Management System (FMS) to regularly record all accounting transactions and do enquiries, administering of claims on the central Advance System and capturing of all related accounting transactions on FMS. Confirmation of Telkom accounts. Administering of Paymaster General (PMG) deposits and assisting with general administration and accounting functions at the FASC. Scrutinise, verify, register and couple medical and supplier invoices for payment.
<u>ENQUIRIES</u>	:	Mr T.T. Nyuswa Tel No: (012) 392 2890
<u>APPLICATIONS</u>	:	Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.
<u>NOTE</u>	:	Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to Free State Province (Africans males, African females), KwaZulu-Natal (African males, Indian males, Coloured males), Gauteng Province (African males, White males and Indian males), Western Cape (Africans males, African females) Northern Cape Province (Coloured males) and People with disability to all provinces.
<u>POST 04/21</u>	:	<u>FINANCE CLERK REF NO: CFO 21/2/10</u> Financial Management Division Chief Directorate: Fin SANDF, Budget Management Office Joint Operations Division Finance Management Office
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	J TAC HQ Free State
<u>REQUIREMENTS</u>	:	Minimum requirement: Grade 12 certificate with Finance or Accounting related subjects. Computer literate in MS Word and MS Excel and Power Point. Ability to understand and interpret basic financial, procurement, accounting prescripts. Basic knowledge of financial practices and Supply Chain Management (SCM). Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and Procurement Prescripts. Knowledge of budget process as well as the basic financial functions. Well-developed

reasoning, organising, problem solving, facilitating, report writing and accounting skills. Good interpersonal relations. Honesty, integrity, diligent, ethical, intuitive thinking, decisive, perceptive, positive, creative and good team worker. Ability to effectively and efficiently communicate and liaise with suppliers and clients. Added advantage: Post matric qualification in Finance/Accounting. A minimum of one year relevant experience. A valid RSA/Military driver's license. A valid RSA/Military driver's license.

DUTIES : Distribute budget management policies and instructions. Assist in the Administration of the Performance Assessment process. Assist in establishing and maintaining internal mentorship program. Compile inputs for finance training. Attend training and development opportunities. Assist with the preparations to receive new appointees in the section. Facilitate process to procure/obtain equipment and resources by compiling list of requirements, initiating procurement process, obtaining authority to procure, receive equipment and capture in assets register. Coordinate performance assessment process for personnel in the section. Assist in HR administration. Printing and Distributing of management directives. Assist in administrating internal grievance procedure. Administrative attendance register. Keep record of and process application for security clearances. Execute equipment maintenance process and initiate the process to dispose/of retire resources in the section. Managing the processing of documentation and files and maintaining an internal registry office. Maintaining an internal stationery store and keeping an office inventory. Making travel arrangements and arranging S&T. Taking notes and drafting minutes and agendas for meeting. Performing elementary/auxiliary personnel administration tasks.

ENQUIRIES : Ms V.L. Fourie Tel No: (012) 648 1133
APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poyton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Note: Please use reference number not post number.

NOTE : Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to Africans males, African females, white males, Indian females, Coloured males and People with disability.

POST 04/22 : **FINANCE CLERK REF NO: CFO 21/2/11**
 Financial Management Division
 Chief Directorate: Budget Management, SA Air Force Budget Management Office

SALARY : R173 703 per annum (Level 05)
CENTRE : Technical Support Sys GP BMO, Pretoria
REQUIREMENTS : Minimum requirements: Grade 12 certificate with finance/accounting related subjects. Sound reasoning, mathematics and problem solving ability as well as being trustworthy, honest and loyal. Ability to understand and interpret basic financial policy and a basic knowledge of Financial Policy and the PFMA. Well-developed verbal and written communication skills and able to compile effective reports and statistics. Ability to effectively function as part of a team, receptive to work-related suggestions/ideas. Decisive/ persevering iro task finalisation and able to effectively function under pressure. Basic knowledge of the budget process as well as the basic financial function. Knowledge of computer systems and programs, including Word Processing and Spread sheets. Being in possession of a valid vehicle driver's license will be a strong recommendation. Added advantage: Post Matric qualification in Finance. Minimum of one year relevant experience. A valid RSA/Military driver's license. The successful candidate will be required to complete all relevant courses.

DUTIES : Assist the Budget Manager Air Command and Finance Clerk Supervisor in collecting/obtaining relative financial, budgetary information to execute the budget management function. Assist in identifying potential cost saving opportunities in order to limit fruitless/unnecessary expenditure. Assist in arranging Budget Control Committee (BCC) meetings. Assist in preparing a variety of financial/budgetary reports and statistics. Assist in preparing documents and software to be used by the Budget Manager Air Command during presentations. Maintain an effective internal filing system. Collecting/delivering budget related documentation from and to other

		directorates/sections. Assisting wrt general administrative functions at the Budget Management Office SA Air Force.
<u>ENQUIRIES</u>	:	Mr S.R Molekwa Tel No: (012) 312 2209
<u>APPLICATIONS</u>	:	Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.
<u>NOTE</u>	:	Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to Africans males, white males, Indian females, Indian males, Coloured males, Coloured females and People with disability.
<u>POST 04/23</u>	:	<u>FINANCE CLERK REF NO: CFO 21/2/12</u> Finance Management Division Directorate: Central Accounts Sub Directorate: Bank Management
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Minimum requirement: Grade 12 certificate with finance/accounting related subjects. Knowledge: Understanding/interpretation/application of financial policies (e.g. Public Finance Management Act, Treasury Regulations and contracts) and related payment processes (e.g. processing of journals and clearing of suspense accounts) Sound reasoning, mathematical and problem solving ability. Well-developed verbal and written communication skills. Ability to effectively function as part of a team, receptive to work-related suggestions/ideas, decisive and persevering in terms of task finalization and able to effectively function under pressure. Very conscientious and motivated towards producing effective, efficient and accurate work. Knowledge of Financial Management Systems (FMS)/BAS, Safety Web Banking System, PERSOL/PERSAL. MS Word and Excel programs will serve as a strong recommendation. Added advantage: Post Matric qualification in Finance/Accounting. A minimum of one year relevant experience in Finance Banking environment.
<u>DUTIES</u>	:	Reconcile the bank account of the Department of Defence (DOD) by registering bank transactions received from National Treasury on FMS and transfer the data to State Information Technology Agency (SITA). Identify entries on the Paymaster-General Account (PMG) of the DOD, Ensure timely processing of Telegraphic Transfers and Foreign Payments transactions, Capture Stop payments as requested by DOD accountants. Clear suspense accounts for the Sub-Directorate, Capture Funds requisition of the DOD on Safety web, Capture and Register verified banking details of all DOD suppliers, Compile and submit the prescribed management reports, information and statistics, Ensure the safe keeping of all transaction supporting documentation, files and data for audit purposes in accordance with prescripts.
<u>ENQUIRIES</u>	:	Ms N. Dlepuma Tel No: (012) 392 2727
<u>APPLICATIONS</u>	:	Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).
<u>NOTE</u>	:	Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to Africans males, white males, Indian females, Indian males, Coloured males, Coloured females and People with disability.
<u>POST 04/24</u>	:	<u>FINANCE CLERK REF NO: CFO 21/2/13</u> Financial Management Division Chief Directorate: Budget Management Chief Corporate Staff. C Log Financial Management Office
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria

<u>REQUIREMENTS</u>	:	Grade 12 certificate with finance/accounting related subjects. Knowledge of Computer literate and skilled in Word, Spreadsheet, (Excel) and PowerPoint. Knowledge of budget expenditure and budget control. Knowledge of the Public Finance Management Act and Treasury Regulations. Ability to correctly interpret and apply policy. Well-developed verbal and written communication skills, sound mathematical and problem solving ability. Team-worker, trustworthy, reliable with good interpersonal relations. Receptive to work-related suggestions or ideas and decisive/ persevering iro task finalisation. Added advantage: Post Matric qualification in Finance/accounting. A minimum of one year relevant experience in the relevant field. Valid driver's license and willing to travel on short notice and when required.
<u>DUTIES</u>	:	Keeping roll-call Register up to date. Recording of documents received and the distribution of documents to Sub-Divisions falling under Corporate Staff Budget Manager. Assist in the capturing of budget and expenditure control reports as well as capturing of Financial Authorities (FA) in the system. Answer office telephones. Assist in the preparation of all assets for all finance officials under CCSFMO.
<u>ENQUIRIES</u>	:	Mrs M.K. Esterhuysen Tel No: (012) 355 5164
<u>APPLICATIONS</u>	:	Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X 137,Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception.Note: Please use reference number not post number.
<u>NOTE</u>	:	Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to Africans males, white males, Indian females, Indian males, Coloured males, Coloured females and People with disability.
<u>POST 04/25</u>	:	<u>FINANCE CLERK REF NO: CFO 20/5/14</u> Finance Management Division Directorate: Stores, Services and Related Payments Sub Directorate: Team 2 Patient Administration Medical Payments
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Minimum requirements: Grade 12 certificate with finance/accounting related subjects. Computer literate in MS Word and Excel. Proven ability in understanding, interpret and correctly applying of financial policy and prescripts. Basic knowledge of Financial and Accounting processes. Knowledge of medical accounts management, sound knowledge of the Public Finance Management Act and Treasury Regulations. Orientated towards teamwork and able to effectively communicate with other personnel, medical practitioners, South African National Defence Force (SANDF) members and Public Service Act Personnel (PSAP). Receptive to work related suggestions and ideas and persevering in terms of task finalisation. Hard working, loyal and dedicated. Added Advantage: Post matric qualification in Finance/Accounting. A minimum of one year relevant experience.
<u>DUTIES</u>	:	Timely payment of medical invoices. Utilising the Finance Management System (FMS) to correctly process payment. Ensure that the medical practitioner has a supplier code. Ensure that the account/invoice has not been paid before. Register medical accounts/invoices. Answer enquiries regarding payment of medical accounts/invoices. Do enquiries on PERSOL regarding the medical details of SANDF members. Prepare accounts for payment. Strictly and correctly apply all policy prescripts and regulations regarding the payment of medical accounts. Assist in general office administration, filing, duplicating of documents, collecting and delivering documentation.
<u>ENQUIRIES</u>	:	Mr Giqwa Tel No: (012) 392 2823
<u>APPLICATIONS</u>	:	Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137,Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).
<u>NOTE</u>	:	Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to Africans

males, white males, Indian females, Indian males, Coloured males, Coloured females and People with disability.

POST 04/26

: **FINANCE CLERK REF NO: CFO 20/5/15**
 Finance Management Division
 Chief Directorate: Accounting
 Directorate: Personnel Payments (S&T sub-section)

SALARY
CENTRE
REQUIREMENTS

: R173 703 per annum (Level 05)
 : Cape Town
 : Minimum requirements: Grade 12 Certificate with Finance/Accounting related subjects. Computer literacy (MS Word and Excel). Knowledge of PERSOL/PERSAL/Financial Management System (FMS) or any other financial system. Ability to understand, interpret and correctly apply basic financial policy. Basic knowledge of the Public Finance Management Act (PFMA) is essential. Basic knowledge of and exposure to the prescribed processes and procedures wrt the administration of both Inland- & Foreign S&T claims and the related accounting transactions and actions. Ability to interpret & work with ROE (Rate of Exchange) from various foreign countries is essential. Reasoning, mathematical and problem solving abilities are necessary. Ability to effectively communicate with clients and officers in the DOD is important, well developed verbal and written communication skills and the ability to compile effective reports and statistics is needed. Ability to effectively function as part of a team, receptive to work related suggestions/ideas decisive/persevering in terms of task finalization and able to effectively function under pressure. A positive, creative, trustworthy, loyal and sound judgemental ability is vital. Must be able to initiate self-development by means of further training. Must be continuously aiming for zero defects. Added Advantage: Post matric qualification in Finance/Accounting. A minimum of one year relevant experience. Being in the possession of valid RSA/Military Vehicle driver's license.

DUTIES

: Receiving, registering, checking, processing and controlling of Inland- & Foreign S&T claims from DOD directorates, bases, units and HR Support Satellite Offices prior to approval. Assisting in providing written and verbal feedback to clients wrt Inland- & Foreign S&T claims, informing and advising clients as to S&T policy, prescripts and procedures. Interviewing DOD members & compilation of foreign reconciliations. Liaising and communicating with HR Support Satellite personnel/managers. Assisting in compiling and preparing reports and statistics wrt both Inland- & Foreign S&T claims. Assist management in general administrative functions and tasks in the section, analysing and interpreting new policy researching and developing existing systems and processes. Assist in ensuring effective, efficient and correct accounting of Inland- & Foreign S&T claims, scheduling appointments and receiving foreign S&T in accordance with State scripts. Checking, controlling, registering and processing correspondence and all related accounting transactions. Assisting with the in-post training of other Accounting Clerks in the section. Constant collaborating, liaising and communicating with the Chief accounting Clerk in control of the section. Strict application of the prescripts contained in the Public Finance Management Act (PFMA), Treasury Regulations (TR's) and other applicable instructions as approved by the DOD. Recording, filing and safeguarding of all S&T administration related documentation and information for further reference and audit purposes.

ENQUIRIES
APPLICATIONS

: Ms K. Moodley Tel No: (021) 787 4720
 : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).

NOTE

: Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to Africans males, white males, Indian females, Indian males, Coloured males, Coloured females and People with disability.

<u>POST 04/27</u>	:	<u>FINANCE CLERK CFO 20/5/16</u> Financial Management Division Chief Directorate: Fin SANDF Budget Management Office Defence Intelligence BMO Finance Management Office
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate with finance or Accounting related subjects. Computer literate in MS Word and MS Excel and PowerPoint. Ability to understand and interpret basic financial, Procurement, Accounting prescripts. Basic knowledge of financial practices and Supply Chain Management (SCM). Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and Procurement Prescripts. Knowledge of budget process as well as the basic financial functions. Well-developed reasoning, organising, problem solving, facilitating, report writing and accounting skills. Good interpersonal relations. Honesty, integrity, diligent, ethical, intuitive thinking, decisive, perceptive, positive, creative and good team worker. Ability to effectively and efficiently communicate and liaise with suppliers and clients. Added advantage: Post matric qualification in Finance/Accounting. A minimum of one year relevant experience. Being in the possession of valid RSA Vehicle driver's license.
<u>DUTIES</u>	:	Distribute budget management policies and instructions. Assist in the Administration of the Performance Assessment process. Assist in establishing and maintaining internal mentorship program. Compile inputs for finance training. Attend training and development opportunities. Assist with the preparations to receive new appointees in the section. Facilitate process to procure/obtain equipment and resources by compiling list of requirements, initiating procurement process, obtaining authority to procure, receive equipment and capture in assets register. Coordinate performance assessment process for personnel in the section. Assist in HR administration. Printing and Distributing of management directives. Assist in administrating internal grievance procedure. Administrative attendance register. Keep record of and process application for security clearances. Execute equipment maintenance process and initiate the process to dispose/of retire resources in the section. Managing the processing of documentation and files and maintaining an internal registry office. Maintaining an internal stationery store and keeping an office inventory. Making travel arrangements and arranging S&T. Taking notes and drafting minutes and agendas for meeting. Performing elementary/auxiliary personnel administration tasks.
<u>ENQUIRIES</u>	:	Mr L.S. Luke Tel No: (012) 315 0221
<u>APPLICATIONS</u>	:	Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poyton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Note: (Please use reference number not post number.
<u>NOTE</u>	:	Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to Africans males, white males, Indian females, Indian males, Coloured males, Coloured females and People with disability.
<u>POST 04/28</u>	:	<u>ADMIN CLERK/DRIVER REF NO: 20/3/17</u> Financial Management Division Office of the Chief Financial Officer, Admin Support
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Erasmuskloof, Pretoria
<u>REQUIREMENTS</u>	:	Minimum requirements: Grade 12 certificate with finance/accounting related subjects. In possession of a valid RSA/ military driver's license. Skill: good driving skills, problem solving, communication and interpersonal skill, e.t.c. Basic knowledge of transport services. Be willing to flexible hours when required, i.e. after working hours and weekends, etc. Be able to obtain a valid security clearance. Be able to work independently and as a team. Be loyal, responsible, committed toward tasks, trustworthy, honest and able to keep confidential information. Be willing to learn and attend courses, e.g. advance driving skills, e.t.c. be discipline, neat, professional and respectful, e.t.c. Added

		advantage: Tertiary qualification, driving experience, basic relevant work experience.
<u>DUTIES</u>	:	To serve the Chief Financial Officer as a personal driver and administration clerk. Perform secretarial duties when required. Ensure effective planning of the trips/visits of the CFO. Ensure administration and utilisation of vehicles in the CFO' Office i.e. conduct inspections, clean vehicles, update log book, e.t.c. Rendering clerical support functions and messenger's services in the CFO' Office, i.e. records, registers, photocopies, correspondence, e.t.c. Distribute documents/packages to various stakeholders as or when required. Assist with filling system in the CFO' Office.
<u>ENQUIRIES</u>	:	Ms M.H.P. Deane Tel No: (012) 355-5568/6218
<u>APPLICATIONS</u>	:	Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Note: Please use reference number not post number.
<u>NOTE</u>	:	Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to Africans males, white males, Indian females, Indian males, Coloured males, Coloured females and People with disability.
<u>POST 04/29</u>	:	<u>SENIOR SECRETARY REF NO: CFO 21/1/4</u> Financial Management Division Chief Directorate: Accounting Directorate: Stores, Services and Related Payments
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Minimum requirements: Grade 12 certificate. Computer literate (MS Word, MS Excel, MS Powerpoint and MS Outlook, etc). Special skills requirements: Planning, Organizational skills and time management skill. Good communication skills (verbal, written skill and ability to communicate well with people at different levels). Good telephone etiquette, Ability to handle variety of tasks including management of Office Assets, stationery, procurement and able to work under pressure. Good inter-personal skills, adaptability and resourcefulness. Be presentable, reliable and punctual. Added advantage: Post matric qualification in this field. One (1) year experience in administration or secretarial field. Computer certificate in MS office.
<u>DUTIES</u>	:	Render effective and efficient secretarial services to the Director. Take minutes in Director's meetings. Typing of variety of documents, including agendas, memos, letters, and reports. Handle and maintain the Director's diaries, correspondence, controls files, process telephone calls and take messages. Arrange entry authorisations, receiving visitors and serving tea/ refreshments. Arrange meetings, appointments, flights, accommodation and transport. Act as secretary when required. Ensure the Director receives agendas and minutes timeously. Update and store the Directorate's personal information. Remind the Director of the scheduled meetings and appointments and submission documents. Ensure the office is tidy and inventory is maintained and updated. Ensure faulty and malfunctioning equipment in the office are reported. Receive, register, route and file correspondence accordingly (i.e. agendas, minutes etc.). Applicant will also be responsible for procurement of office requirements in the Director's office.
<u>ENQUIRIES</u>	:	Mr T.T. Nyuswa Tel No: (012) 392-2890/2892
<u>APPLICATIONS</u>	:	Application may be submitted electronically via email to: CareerManagement.FMD@dod.mil.za . Please use reference number not post number.
<u>NOTE</u>	:	Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to Africans males, White males, Indian males, Indian females, Coloured females, Coloured males and People with disability.

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



CLOSING DATE
NOTE

: 01 March- 2021 at 12h00 noon. No late applications will be considered

: Take note of the Disclaimer mentioned on each advert during Covid Lockdown. It is mandatory that applications with supporting documentation, including signed Z83 be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications sent to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. Only send documents related to the requirements in the advert. From 1 January 2021, a new application for employment (Z83) form will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered. Requirements: Applications must be submitted on form Z83, obtainable on the internet at <http://www.gpaa.gov.za> (Originally signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. Application should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) copies of all qualifications (including matriculation), Identity document, valid driver's license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for virtual interviews at a date and time determined by GPAA. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. One of the minimum requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance.

MANAGEMENT ECHELON

<u>POST 04/30</u>	:	<u>DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES (HEAD: CORPORATE SERVICE) REF NO: DDG/CS/2021/02-1P</u>
<u>SALARY</u>	:	R1 521 591 - R1 714 074 per annum (Level 15) (all-inclusive package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A relevant post-graduate qualification (NQF 8) as recognized by SAQA in Human Resources/ Business Management/ Public Administration or related field. At least 8 to 10 years' relevant experience at a Senior Management level within a Corporate services environment. Proven track record as a Programme Head/Business Head. Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration will be a distinct advantage. Knowledge of Corporate Services. Knowledge of Customer relationship management (channel management). Knowledge of relevant legislative requirements and GPAA policies and procedures. Industry knowledge. Knowledge of Pension Fund Regulations and Rules. Knowledge of Financial Management including budgeting and forecasting. Knowledge of Compliance Management. Knowledge of relevant systems. Strategic capability. Service delivery innovation. Service excellence. Client orientation and customer focus. Financial management. People management and empowerment. Programme and Project management. Change Management. Knowledge management. Problem solving and analytical skills. Outstanding communication skills (verbal, written and presentation). Respect. Emotional intelligence. Transparency. Courtesy. Team player. Integrity.
<u>DUTIES</u>	:	The successful incumbent will be responsible for a wide variety of tasks which include, but is not limited to the following: Formulate and oversee the implementation of strategic plans: Oversee the development of an effective short, medium and long-term operating strategy for the programme. Oversee the development, delivery and achievement of the business plans and budget for the programme. Oversee the development of a management effectiveness and leadership strategy. Align plans to meet business needs, achieving stipulated objectives. Oversee the development, implementation and maintenance of relevant policies, standard operating procedures, guidelines and processes, achieving compliance in line with legislation. Develop sound strategic relationships with relevant stakeholders to serve the interest of the business unit. Oversee the provision of accurate, current advice regarding Corporate Services to all stakeholders. Oversee the application of principles of good governance and legislative compliance to the operation of the programme. Oversee the analyses of service delivery gaps and challenges, define service delivery, operational measures and targets and implement remedial action strategies. Oversee quality of service provided to internal and external customers/clients/stakeholders and organized groups to improve the programme's overall performance. Represent GPAA at all relevant committees and forums. Oversee the identification of risks and mitigation thereof. Oversee the analysis of trends and forecasting. Oversee the management of Human Capital Management services: Drive the provision of effective Human Capital practices and administration services. Drive the development and maintenance of HCM strategies. Oversee and facilitate Human Capital strategy, organizational effectiveness and wellness initiatives for the GPAA. Drive the provision of integrated Human Capital Development initiatives aimed at enhancing individual and organizational performance. Oversee and facilitate the provision of labour relations services. Oversee the provisioning of Management Support Services: Provisioning of Management Information Services. Provisioning of Monitoring and Evaluation Services. Provisioning of Communications Services. Provisioning of Facilities and Security Services. Provisioning of office support and maintenance services. Oversee fleet, travel and accommodation requirements of the GPAA. Monitor the provision of security management services. Oversee the management of all the resources in the programme: Oversee the development and management of staff within the programme. Implement and maintain a relevant management approach to support effective business results within the programme. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Oversee control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the programme.

**ENQUIRIES
APPLICATIONS**

: Tel No: (012) 811 1900. Other Tel No: (012) 319 1356
: Disclaimer during COVID-19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer. It is mandatory to email your application with the relevant supporting documentation to gpaa12@ursonline.co.za

NOTE

: The purpose of the post is to oversee, direct and provide strategic leadership, advisory and support service to the GPAA with regards to corporate services. A permanent position for DDG: Corporate Services (Head: Corporate Services) is currently available at the Government Pensions Administration Agency. The successful applicant will not be appointed before completion of the pre-entry certificate for SMS as prescribed by the DPSA. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools, quoting the reference number in the subject heading of the email. Ensure to certify all supporting documents from Level 1 and 2 of National Lockdown. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful

POST 04/31

: **DEPUTY DIRECTOR-GENERAL: EMPLOYEE BENEFITS (CHIEF OPERATING OFFICER) REF NO: COO/2021/02-1P**

**SALARY
CENTRE
REQUIREMENTS**

: R1 521 591 - R1 714 074 per annum (Level 15) (all-inclusive package)
: Pretoria
: A relevant post-graduate qualification (NQF 8) as recognized by SAQA in Management/ Economics/ Finance/ Operational Management/ Customer Service or related field. At least 8 to 10 years Operational Management experience at a Senior Management level. Proven track record as a Programme Head/Business Head. Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration will be a distinct advantage. Knowledge of Benefits Administration. Knowledge of Customer relationship management (channel management). Knowledge of relevant legislative requirements and GPAA policies and procedures. Benefits Administration Industry knowledge. Knowledge of Pension Fund Regulations and Rules. Knowledge of Financial Management including budgeting and forecasting. Knowledge of Compliance Management. Knowledge of relevant systems. Strategic capability. Service delivery innovation. Service excellence. Client orientation and customer focus. Financial management. People management and empowerment. Programme and Project management. Change Management. Knowledge management. Problem solving and analytical skills. Outstanding communication skills (verbal, written and presentation). Respect. Emotional intelligence. Transparency. Courtesy. Team player. Integrity.

DUTIES

: The successful incumbent will be responsible for a wide variety of tasks which include, but is not limited to the following: Formulate and oversee the implementation of strategic plans: Development of an effective short, medium and long-term strategy for the programme. Oversee the development, delivery and achievement of the business plans and budget for the programme. Development of a management effectiveness and leadership strategy. Align plans to meet business needs, achieving stipulated objectives. Oversee the development, implementation and maintenance of relevant policies, standard operating procedures, guidelines and processes, achieving compliance in line with legislation. Develop sound strategic relationships with relevant stakeholders to serve the interest of the business unit. Oversee the provision of accurate, current advice regarding benefits administration to all stakeholder. Oversee the application of principles of good governance and legislative compliance to the operation of the programme. Oversee the analyses of service delivery gaps and challenges, define service delivery, operational

measures and targets and implement remedial action strategies. Oversee quality of service provided to internal and external customers/clients/stakeholders and organized groups to improve overall the programme's performance. Represent GPAA at all relevant committees and forums. Oversee the identification of risks and mitigation thereof. Oversee the analysis of trends and forecasting. Develop reports, media statements and briefings for Parliament, Board and other relevant stakeholders. Oversee the effective management of customer relationship management services: Direct the management of all client contact. Ensure effective client outreach. Enhance the management of relationships with GPAA customers and clients in the Regions. Ensure good stakeholder relations. Oversee the end-to-end process of maintenance of client's records. Ensure seamless administration of client liaison services. Oversee the management of effective benefits processing services for the GEPF client: Management of the end-to-end process of admission, maintenance of members and records. Management of collection of contributions and reconciliation. Management and payment processing of benefits. Oversee the management and provisioning of benefits processing services for National Treasury client: Facilitation of payments and processing of Medical Aid, IOD and Military Pensions. Co-ordination of the provisioning of financial services for none contributory benefits. Co-ordination of the administration of the AIPF and TEPF in accordance with the relevant Acts. Management of administering of Special Pensions as defined by National Treasury. Manage all the resources in the programme: Oversee the development and management of staff within the programme. Implement and maintain a relevant management approach to support effective business results within the programme. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Oversee control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the programme.

**ENQUIRIE
APPLICATIONS**

: Ms Vivian de Kock Tel No: (082) 411 6094
: (Information contained in the footer. It is mandatory to email your application with the relevant supporting documentation to rh.gpaa@adcorpgroup.com quoting the reference number in the subject heading of the email.

NOTE

: Disclaimer during COVID-19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. Ensure to certify all supporting documents from Level 1 and 2 of National Lockdown. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The key focus of the DDG Employee Benefits (COO) is to oversee the management of benefits administration services for the GPAA. One DDG: Employee Benefits (COO) position (permanent) is currently available at the Government Pensions Administration Agency. The successful applicant will not be appointed before completion of the pre-entry certificate for SMS as prescribed by the DPSA. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

POST 04/32

: **CHIEF FINANCIAL OFFICER REF NO: CFO/2021/02 - 1P**

**SALARY
CENTRE
REQUIREMENTS**

: R1 521 591 - R1 714 074 per annum (Level 15) (all-inclusive package)
: Gauteng
: A relevant post-graduate qualification (NQF 8) as recognized by SAQA in a Finance or related field. A CA (SA), CIMA or similar professional qualification will be a requirement. At least 8 to 10 years relevant Financial Management experience at a Senior Management level. Proven track record as a Programme Head/Business Head. Experience in Financial Services, especially

Employee Benefits, Pension Fund and Retirement Benefits Administration will be a distinct advantage. Knowledge of Financial Management and Supply Chain Management. Knowledge of Customer relationship management (channel management). Knowledge of relevant legislative requirements and GPAA policies and procedures. Industry knowledge. Knowledge of Pension Fund Regulations and Rules. Knowledge of Financial Management including budgeting and forecasting. Knowledge of Compliance Management. Knowledge of relevant systems. Strategic capability. Service delivery innovation. Service excellence. Client orientation and customer focus. Financial management. People management and empowerment. Programme and Project management. Change Management. Knowledge management. Problem solving and analytical skills, outstanding communication skills (verbal, written and presentation); respect; emotional intelligence; transparency; courtesy; team player and integrity.

DUTIES

: The successful incumbent will be responsible for a wide variety of tasks which include, but are not limited to the following: Formulate and oversee the implementation of strategic plans: Oversee the development of an effective short, medium and long-term operating strategy for the programme. Oversee the development, delivery and achievement of the business plans and budget for the programme. Oversee the development of a management effectiveness and leadership strategy. Align plans to meet business needs, achieving stipulated objectives. Oversee the development, implementation and maintenance of relevant policies, standard operating procedures, guidelines and processes, achieving compliance in line with legislation. Develop sound strategic relationships with relevant stakeholders to serve the interest of the business unit. Oversee the provision of accurate, current advice regarding financial management to all stakeholders. Oversee the application of principles of good governance and legislative compliance to the operation of the programme. Oversee the analyses of service delivery gaps and challenges, define service delivery, operational measures and targets, and implement remedial action strategies. Oversee quality of service provided to internal and external customers/clients/stakeholders and organized groups to improve the programme's overall performance. Represent GPAA at all relevant committees and forums. Oversee the identification of risks and mitigation thereof. Oversee the analysis of trends and forecasting. Oversee the process of financial and investment management: Establish and promote healthy business processes that ensure efficient and effective service delivery within set expectation and agreed performance standards in the area of accountability and the overall optimization of the value chain for the Employee Benefits Group. Ensure that the Finance strategy and operating model is adequately budgeted for through the development and implementation of a fit for purpose budget. Ensure effective financial management, control and corporate governance. Act as the custodian for International Financial Reporting Standards (IFRS), governance and risk management. Support the GEPF Board of Trustees and GPAA Executive Authority on finance matters through participation in the respective committees, eg. Annual Financial Statements, Impairment of investment schedules, MTEF budget, Interim financial statements, etc. Prepare and present financial reports for the executive committees and provide the necessary guidance on financial matters to the executives. Oversee the Supply Chain Management process: Oversee the development of SLA's for various service providers to monitor and report on SLA performance. Oversee all aspects of the procurement function, including tender preparation, evaluation and bid adjudication process. Ensure all relevant Committees (Specification, Evaluation and Adjudication) are in place and effective. Ensure that appropriate procurement processes, policies and procedures are in place to support the acquisition of goods and services. Oversee the management of all the resources in the programme. Oversee the development and management of staff within the programme. Implement and maintain a relevant management approach to support effective business results within the programme. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Oversee control of budgeting and expenditure process in line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the programme.

ENQUIRIES

: Geraldine Turner Tel No: (084) 093 5765

APPLICATIONS

: (Information contained in the footer). It is mandatory to email your application with the relevant supporting documentation to gpaateam@fempower.co.za quoting the reference number in the subject heading of the email.

NOTE

: Disclaimer during COVID-19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. Ensure to certify all supporting documents on Level 1 and 2 of National Lockdown. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The key focus of the role is to oversee the financial well-being of the GPAA including the management of funds administered on behalf of its customers nationally. One permanent position for Chief Financial Officer is currently available at the Government Pensions Administration Agency– Gauteng Region. The successful applicant will not be appointed before completion of the pre-entry certificate for SMS as prescribed by the DPSA. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195

(1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration.

CLOSING DATE : 22 February 2021

NOTE : Interested applicants must submit their applications for employment to the email address specified to each post. The email must include only completed and signed Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a CV with a font size of 10 and Arial theme font, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. Attachments must be in a PDF format and limited to 10 megabytes. Emails that do not comply with the above specifications will bounce back without reaching the Department. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

ERRATUM: Please note that the closing date of all Department of Justice and Constitutional Development (DOJCD) advertisements placed on Circular 02 issued on the 22 January 2021 have been extended from 08 February 2021 to 15 February 2021".

OTHER POSTS

POST 04/33 : **SENIOR FAMILY ADVOCATE LP 9 REF NO: 12/2021/FA/WC**

SALARY : R983 019 – R1 536 567 per annum. (Salary will be in accordance with OSD determination). (The successful candidate will be required to sign a performance agreement)

CENTRE : Office of the Family Advocate, Worcester

REQUIREMENTS : An LLB Degree or recognized four (4) year legal qualification; At least eight (8) years appropriate post qualification litigation experience; Admitted as an Advocate; The right of appearance in the High Court of South Africa; A valid driver's licence. Skills And Competencies: Good communication skills (both verbally and writing); Operations Management; Research, investigation, monitoring, evaluation and report writing skills with attention to detail; Analytic thinking; Dispute and Conflict Resolution Skills; Information management.

DUTIES : Key Performance Areas: Perform all functions and duties of the Senior Family Advocate (Head of Office) in accordance with relevant legislation; Continuous improvement in the organisational performance of the office and its satellites; Management of performance information; Manage and ensure effective and efficient service delivery at the various service points within the respective jurisdiction (Head of Office), Performance Management, conduct complex enquiries, training, mentoring and coaching of all occupational classes in the Office; Perform all functions of the implementation of Risk Management Plan; Ensure audit compliance; Reporting to the Principal Family Advocate.

ENQUIRIES : Advocate S Ebrahim Tel No: (021) 426 1216

APPLICATIONS : Quoting the relevant reference number, direct your application to: Email Address: DOJ21-12-WC@justice.gov.za

FOR ATTENTION : Mr Y Samsodien

<u>NOTE</u>	:	People with disability are encouraged to apply. Applicants are required to attach service certificates to determine salary in accordance to experience.
<u>POST 04/34</u>	:	<u>DEPUTY DIRECTOR: BUDGET MANAGEMENT REF NO: 21/14/CFO</u>
<u>SALARY</u>	:	R733 257 – R863 748 per annum (All inclusive). The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	A Bachelor's Degree/National Diploma in Finance or Business Management/Administration (NQF6); At least 3 years relevant experience in Budget and expenditure management and 3 years should be at management (ASD) level; Knowledge of the Public Finance Management Act, Treasury Regulations, Expenditure and Revenue Management as well as Project Management; A valid driver's license. Skills and Competencies: Good Communication skills and presentation skills; Interpersonal skills; Sound report writing and analytical skills; Supervisory skills; Ability to work under pressure and independently; Problem solving and decision-making ability; Computer literacy (MS Word, Excel & Power Point); Goal and target orientated.
<u>DUTIES</u>	:	Key Performance Areas: Manage the expenditure management unit; Evaluate fiscal policies, procedures and make recommendations as necessary, implement and monitor fiscal practices and procedures; Manage budget and expenditure performance risks; Manage accounting reporting process for both internal and external stakeholders; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms. M Qhamakoane Tel No: (012) 357 8662
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Email Address: DOJ21-14-CFO@justice.gov.za
<u>FOR ATTENTION</u>	:	Ms M Qhamakoane
<u>POST 04/35</u>	:	<u>AREA COURT MANAGER (DEPUTY DIRECTOR) (X3 POSTS)</u>
<u>SALARY</u>	:	R733 257 – R863 748 per annum (All-inclusive remuneration package). (The successful candidate will be required to sign a performance agreement)
<u>CENTRE</u>	:	Magistrate Office; Bellville Ref No: 09/2021/WC Magistrate Office; Somerset West Ref No: 10/2021/WC Magistrate Office; Wynberg Ref No: 11/2021/WC
<u>REQUIREMENTS</u>	:	A three year Bachelor Degree in Public Management Administration or National Diploma (NQF Level 6) or equivalent qualification; Six (6) years relevant experience of which three (3) years should be at management level; A valid driver's license; Knowledge and experience of financial management, PFMA, office and district administration will serve as strong recommendations. Skills and Competencies: Communication (verbal and written) skills; Good interpersonal relations; Computer literacy; Language Skills; Ability to operate technical equipment; Organizing skills; Leadership skills; Financial Management skills; Project Management.
<u>DUTIES</u>	:	Key Performance Areas: Develop, present and implement strategic and business plans in the area; Manage the facilities, physical resources, information and communication related to the courts; Compile, analyse and present court performance statistics and trends as required by relevant users; Develop and implement strategies towards value – added services; Lead and manage the transformation process in the designated offices; Provide case tracking services to the judiciary and prosecuting authority.
<u>ENQUIRIES</u>	:	Ms N Bekwa Tel No: (021) 469 4000
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Email Address: Bellville DOJ21-O9-WC@justice.gov.za Somerset West DOJ21-10-WC@justice.gov.za Wynberg; DOJ21-11-WC@justice.gov.za
<u>FOR ATTENTION</u>	:	Mr M Ketelo
<u>NOTE</u>	:	Separate application must be made per center and quoting the relevant reference number
<u>POST 04/36</u>	:	<u>COURT MANAGER (X7 POSTS)</u>
<u>SALARY</u>	:	R470 040 – R553 677 per annum; (The successful candidate will be required to sign a performance agreement)
<u>CENTRE</u>	:	Magistrate Office; Cape Town; Ref No: 01/2021/WC Magistrate Office; George; Ref No: 02/2021/WC Magistrate Office Hermanus: Ref No: 03/2021/WC

	Magistrate Office Kuilsriver: Ref No: 04/2021/WC
	Magistrate Office Malmesbury: Ref No: 05/2021/WC
	Magistrate Office Mosselbay: Ref No: 06/2021/WC
	Magistrate Office Simonstown; Ref No: 07/2021/WC
<u>REQUIREMENTS</u>	: A 3 year qualification in Public Administration/Management /or a National Diploma in Service Management (NQF Level 5) plus module in Case Flow Management or relevant equivalent qualification; 3 year's managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; Experience in the Court environment will be an added advantage; A valid driver's license. Skills and Competencies: Computer literacy; Communication skills; Motivation skills; Organizing skills; Presentation skills; Finance management skills; Planning skills; Decision making skills; Loyal, honest ability to work under pressure; Continuous Improvement; Team Leadership; Managing of interpersonal conflict and resolving problems; Customer focus and responsive.
<u>DUTIES</u>	: Key Performance Areas: Oversee places of sitting within the sub cluster; Coordinate and manage the financial, human resource, risk and security in the court ; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; strategies; Leading and manage the transformation of the office; Manage the projects intended to improve court; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements management; Manage service level agreements.
<u>ENQUIRIES</u>	: Ms N Bekwa Tel No: (021) 469 4000
<u>APPLICATIONS</u>	: Quoting the relevant reference number, direct your application to: Email Address: DOJ21-01-WC@justice.gov.za DOJ21-02-WC@justice.gov.za DOJ21-03-WC@justice.gov.za DOJ21-04-WC@justice.gov.za DOJ21-05-WC@justice.gov.za DOJ21-06-WC@justice.gov.za DOJ21-07-WC@justice.gov.za
<u>FOR ATTENTION NOTE</u>	: Mr M Ketelo : Separate application must be made per centre and quoting the relevant reference number.
<u>POST 04/37</u>	: <u>ASSISTANT DIRECTOR: SECURITY AND RISK MANAGEMENT REF NO: 2021/29/GP</u>
<u>SALARY</u>	: R376 596 - R454 920 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	: Regional Office: Gauteng : B Degree or National Diploma Security Management/Risk Management or relevant equivalent qualification; PSIRA Grade B; At least 3 years supervisory experience in security management; NIA Security Managers' Course will be an added advantage; A valid drivers licence; Knowledge of PFMA and OHSA Act will be an added advantage; Thorough knowledge of the MISS 1998; Control of Access to Public premises and Vehicle Act, 1985 (Act No.53 of 1985); The successful candidate will be required to travel extensively; Skills and Competencies: Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Project management skills; Presentation skills; Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Accuracy and attention to detail; Investigation skills.
<u>DUTIES</u>	: Key Performance Areas: Perform a variety of duties related to the core functions of the security and risk management unit: Ensure and monitor adherence to departmental security systems and policies; Manage security at sub-offices in the region including resources, security personnel, contract security and physical security infrastructure; Ensure Implementation of security measures at courts in consultation with the court managers; (Physical, Personnel, document and Information security); Promote and facilitate security awareness and education programmes; Conduct security threats and risk audits; Ensure compliance with MISS and departmental security policy; Roll

		out of contingency plan and OHSA compliance at sub-offices within the region; Ensure the safety of all persons in the court environment.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs RR Moabelo Tel No: (011) 332 9000
	:	Quoting the relevant reference number, direct your application to: Email Address: BuMbanga@justice.gov.za and TsMaphoto@justice.gov.za
<u>POST 04/38</u>	:	<u>ASSISTANT DIRECTOR: SECURITY AND RISK MANAGEMENT REF NO: 2020 /42/ MP</u>
<u>SALARY</u>	:	R376 596 – R454 920 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Regional Office, Mpumalanga
	:	B Degree or National Diploma Security Management / Risk Management or relevant equivalent qualification; PSIRA Grade B; At least 3 years supervisory experience in security management; NIA Security Managers' Course will be an added advantage; A valid driver's licence; Knowledge of PFMA and OHSA Act will be an added advantage.; Thorough knowledge of the MISS 1998; Control of Access to Public premises and Vehicle Act, 1985 (Act No.53 of 1985); The successful candidate will be required to travel extensively. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Project management skills; Presentation skills; Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Accuracy and attention to detail; Investigation skills.
<u>DUTIES</u>	:	Key Performance Areas: Perform a variety of duties related to the core functions of the security and risk management unit: Ensure and monitor adherence to departmental security systems and policies; Manage security at sub-offices in the region and ensure Implementation of security measures at courts (Physical, Personnel, document and Information security) in consultation with the court managers; Promote and facilitate security awareness and education programmes; Conduct security threats and risk audits; Ensure compliance with MISS and departmental security policy; Roll out of contingency plan and OHSA compliance at sub-offices within the region; Ensure the safety of all persons in the court environment.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NC Maseko Tel No: (013) 753 9300/24
	:	Quoting the relevant reference number, direct your application to: Email Address: DOJ2020-42-MP@justice.gov.za
<u>NOTE</u>	:	The successful candidate will be required to travel extensively
<u>POST 04/39</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 19/2021/WC</u>
<u>SALARY</u>	:	R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Regional Office, Cape Town
	:	Three year Degree/ National Diploma in Public Administration or equivalent qualification; A minimum of three (3) to five (5) years' experience in an administrative environment of which three (3) years should at supervisory level Knowledge of public administration; Knowledge of procurement processes; Knowledge of financial administration processes and the PFMA; Knowledge of human resource administration; Skills and Competencies: Computer literacy skills; Numerical skills; Problem solving and conflict management skills; Report writing skills; Communication skills (verbal and written); Basic project management skills; Decision making skills; Interpersonal relations and leadership skills Ability to work independently and as part of team; Work on own initiative/ innovative; Ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas Manage the provision of general administrative support; Manage the procurement of goods and services and financial administration; Management of human resources; Manage the provision of administrative support on study tours; Provide administrative support and coordination to projects.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Bekwa Tel No: (021) 469 4000
	:	Quoting the relevant reference number, direct your application to: Email Address: DOJ21- 19-WC@justice.gov.za
<u>POST 04/40</u>	:	<u>ASSISTANT DIRECTOR: COURT INTERMEDIARY REF NO: 18/2021/WC</u>
<u>SALARY</u>	:	R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.

<u>CENTRE REQUIREMENTS</u>	:	Regional Office, Cape Town
	:	Three year Bachelor Degree/ National Diploma academic qualification in one of the following fields; teaching, social work/ family counselling, child care and youth development, pediatrics, psychiatry, clinical counselling, educational psychologist; Registration with the relevant professional/ scientific organization/body in their field of specialization; Five (5) years' experience in intermediary services of which three (3) years' should be at supervisory level; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages; Knowledge of the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998); Be fluent in the predominant language(s) of the jurisdictional area of the court (English, Afrikaans and IsiXhosa). Skills and Competencies: Communication and empathic listening skills (with children, persons with mental disabilities and other traumatized witnesses) Trauma and basic counselling skills; Interpersonal skills; Customer focus and responsiveness; Administrative skills; Computer literacy (Ms Word, PowerPoint, Outlook, Excel); Problem solving and decision making skills.
<u>DUTIES</u>	:	Key Performance Areas: Manage and coordinate intermediary services in the cluster; Manage, consolidate and analyse intermediary service information, statistics and reporting; Facilitate and coordinate training and development of court intermediaries; Monitor maintenance of equipment in courts at testifying rooms and its related resources; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A Singh Tel No: (021) 469 4000
	:	Quoting the relevant reference number, direct your application to: Email Address: DOJ21-18-WC@justice.gov.za
<u>FOR ATTENTION</u>	:	Mr M Ketelo
<u>POST 04/41</u>	:	<u>ASSISTANT DIRECTORS (FINANCIAL OPERATIONS MANAGERS) REF NO: 2020/21/MP (X2 POSTS)</u>
<u>SALARY</u>	:	R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Mpumalanga Regional Office
	:	An appropriate financial management degree/three year diploma or equivalent qualification and applicable experience in the finance field; Minimum of three years' experience in the field of finance, administration and Human Resource Management; Knowledge of the BAS accounting software, JDAS, PERSAL, PFMA, Treasury Regulations, Budgets and Procurement; A thorough understanding and knowledge of the Department's various branches will be an advantage. A valid drivers' licence; Skills and Competencies: Computer literacy; proven managerial, verbal and written communication skills as well as ability to maintain good interpersonal relations.
<u>DUTIES</u>	:	Key Performance Areas: Assess Financial Administration maintenance and compliance at designated cluster; Provide Regional CFO Office Planning and Performance feedback by identifying financial problems and risks; Financial Services standardization and capacity building within own designated area; Support backlog teams deployed by Business Units with Financial Performance Assessment; Support Justice in financial operations and strategic requirements; Performance review with Financial Regional Manager.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NC Maseko Tel No: (013) 753 9300/24
	:	Quoting the relevant reference number, direct your application to: Email Address: DOJ2020-21-MP@justice.gov.za
<u>POST 04/42</u>	:	<u>ASSISTANT DIRECTOR: FACILITIES REF NO: 2020 /36/MP</u>
<u>SALARY</u>	:	R376 596 – 443 601 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Regional Office: Mpumalanga
	:	A Degree or three year National Diploma in Public Management; Three years supervisory/ management experience; Three years facilities and auxiliary experience. A valid driver's license; Skills and Competencies: Quality of work; Reliability; Initiative; Teamwork; Communication; Independent thinking.

<u>DUTIES</u>	:	Key Performance Areas: Maintenance of DOJ&CD building in the Region; Upgrade of DOJ&CD facilities to provide adequate accommodation: major and minor capital works; Provision and management of leased accommodation; Optimal utilization and management of residential accommodation; Ensure and effective and efficient facilities management division.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NC Maseko Tel No: (013) 753 9300/24 Quoting the relevant reference number, direct your application to: Email Address: DOJ2020-36-MP@justice.gov.za
<u>POST 04/43</u>	:	<u>ADMINISTRATIVE OFFICER (X4 POSTS)</u>
<u>SALARY</u>	:	R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement)
<u>CENTRE</u>	:	Magistrate Office: Ceres: Ref No: 14/2021/WC Magistrate Office Heidelberg: Ref No: 15/2021/WC Magistrate Office Khayelitsha; Ref No: 16/2021/WC Magistrate Office, Knysna: Ref No: 17/2021/WC
<u>REQUIREMENTS</u>	:	A three (3) year Degree/National Diploma in Office Administration or equivalent qualification (NQF Level 6) and 3 years' experience in office administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; Skills and Competencies: Planning, organising, controlling; Interpersonal relations; Problem solving and analysis; Listening skills; Team work; Communications skills; Computer skills; Customer focus and responsiveness.
<u>DUTIES</u>	:	Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co- ordinate and manage risk and security in the court; Manage the strategic and business planning process; Control of the section related to Family Courts , Human Resource and Supply Chain; Management of the Finance of the office (Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; Compile statistics to show performance and trends; Manage the facilities of the Department at Court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of service; Provide effective people management. Perform any other duties necessary to ensure smooth running of the office Control case flow management and the utilization and maintenance of the assets and accommodation of the Department.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Ketelo Tel No: (021) 4625471 Quoting the relevant reference number, direct your application to: Email Address: DOJ21-14-WC@justice.gov.za DOJ21-15-WC@justice.gov.za DOJ21-16-WC@justice.gov.za DOJ21-17-WC@justice.gov.za
<u>POST 04/44</u>	:	<u>PRINCIPAL COURT INTERPRETER; REF NO: 13/2021/WC</u>
<u>SALARY</u>	:	R316 791 – R373 167 per annum. (The successful candidate will be required to sign performance agreement).
<u>CENTRE</u>	:	Magistrate Office, Atlantis
<u>REQUIREMENTS</u>	:	NQF level 4/ Grade 12; National Diploma: Legal Interpreting (NQF level 5) or any other relevant tertiary qualification at NQF level 5; Proficiency English; Proficiency in two (2) or more indigenous languages; Five (5) years of practical experience as a Court Interpreter with minimum two (2) years supervisory experience. Driver's license; Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytic thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure; Art of interpreting.
<u>DUTIES</u>	:	Key Performance Areas: Interpret in complex cases (i.e. high profile cases); Interpret in criminal, civil, labour court, small claims courts; Interpret in disciplinary hearings; Interpret in conciliation and arbitration; Interpret in confession; Interpret in pre – trial proceedings and consultations; Translate legal documents and exhibits; develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects; Control and supervision of interpreters Procure foreign language interpreters and casuals in line with PFMA.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr H Konkie Tel. No: (021) 469 4000 Quoting the relevant reference number, direct your application to: Email Address; DOJ21-13-WC@justice.gov.za

<u>FOR ATTENTION</u>	:	Mr M Ketelo
<u>POST 04/45</u>	:	<u>LABOUR RELATIONS OFFICER REF NO: 23/2021/WC</u>
<u>SALARY</u>	:	R316 791 – R373 167 per annum. (The successful candidate will be required to sign a performance agreement).
<u>CENTRE</u>	:	Regional Office, Western Cape
<u>REQUIREMENTS</u>	:	A three years Bachelor's Degree / National Diploma in Labour Relations/Public Administration Management/Human Resource qualification or equivalent qualifications. A minimum of (3) three to five years labour relations experience; Knowledge of all labour related legislation; Knowledge of Disciplinary procedures and codes; Knowledge of grievance procedures; A valid drivers' license. Skills and Competencies: Communication skills both verbal and written; Negotiating skills; Report writing; Dispute resolution skills; Computer Literacy; Organizing; Decisiveness; Team player; Self-motivated; Ability to work under pressure; Ability to meet deadlines.
<u>DUTIES</u>	:	Key Performance Areas: Conduct investigation of grievances and misconduct cases and submitting reports for recommendation within the specified time-frame ; Ensure that misconduct cases are dealt within a fair and just process; Render support to the Sub Directorate :Employee Relations; Represent employer during hearings or Chair disciplinary hearings when so appointed; Liaise with State Attorneys on complex matters.
<u>ENQUIRIES</u>	:	Mr H Mzaca Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Email Address: DOJ21-23-WC@justice.gov.za
<u>POST 04/46</u>	:	<u>ADMINISTRATIVE OFFICER (X4 POSTS)</u>
<u>SALARY</u>	:	R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Acornhoek Magistrate Office; Ref No: 2020/24/MP Breyten Magistrate Office: Ref No: 2020/29/MP Komatipoort Magistrate Office: Ref No: 2020/25/MP Mbombela Magistrate Office: Ref No: 2020/28/MP
<u>REQUIREMENTS</u>	:	A three (3) year Degree/National Diploma in Office Administration or equivalent qualification (NQF Level 6) and 3 years' experience in office administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; Driver's license will be an added advantage. Skills and Competencies: Planning, organising, controlling; Interpersonal relations; Problem solving and analysis; Listening skills; Team work; Communications skills; Computer skills; Customer focus and responsiveness.
<u>DUTIES</u>	:	Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co- ordinate and manage risk and security in the court; Manage the strategic and business planning process; Control of the section related to Family Courts , Human Resource and Supply Chain; Management of the Finance of the office (Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; Compile statistics to show performance and trends; Manage the facilities of the Department at Court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of service; Provide effective people management. Perform any other duties necessary to ensure smooth running of the office Control case flow management and the utilization and maintenance of the assets and accommodation of the Department.
<u>ENQUIRIES</u>	:	Ms KN Zwane Tel No: (013) 753 9300/249
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Email Address: DOJ2020-24-MP@justice.gov.za DOJ2020-25-MP@justice.gov.za DOJ2020-28-MP@justice.gov.za DOJ2020-29-MP@justice.gov.za
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number.
<u>POST 04/47</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: 2020/34/MP</u>
<u>SALARY</u>	:	R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.

<u>CENTRE REQUIREMENTS</u>	:	Evander Magistrate Office
	:	A three (3) year Degree/National Diploma in Office Administration or equivalent qualification (NQF Level 6) and 3 years' experience in office administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; Driver's license will be an added advantage. Skills and Competencies: Planning, organising, controlling; Interpersonal relations; Problem solving and analysis; Listening skills; Team work; Communications skills; Computer skills; Customer focus and responsiveness.
<u>DUTIES</u>	:	Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Control of the section related to Family Courts, Human Resource and Supply Chain; Management of the Finance of the office (Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; Compile statistics to show performance and trends; Manage the facilities of the Department at Court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of service; Provide effective people management. Perform any other duties necessary to ensure smooth running of the office Control case flow management and the utilization and maintenance of the assets and accommodation of the Department.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms KN Zwane Tel No: (013) 753 9300/249
	:	Quoting the relevant reference number, direct your application to: Email Address; DOJ2020-34-MP@justice.gov.za
<u>POST 04/48</u>	:	<u>SOCIAL WORKER/ FAMILY COUNSELLOR (GRADE 1) REF NO: 43/2021/FA/WC</u>
<u>SALARY</u>	:	R257 592 – R298 614 per annum. (Salary will be in accordance with OSD determination). (The successful candidate will be required to sign a performance agreement)
<u>CENTRE REQUIREMENTS</u>	:	Office of the Family Advocate, Cape Town
	:	Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP (SA Council for Social Service Profession); Appropriate experience in social work after registration as Social Worker with the SACSSP; Knowledge and experience in Mediation; Court Experience in rendering expert Evidence; Knowledge and application of Family Law, including Mediation in Certain Divorce Matters Act, Children's Act, Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid drivers' license. Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Conduct inquiries and interview parties and source references in family law disputes to townships and rural areas.
<u>ENQUIRIES NOTE</u>	:	Advocate N Britz Tel No: (021) 426 1216
	:	Candidates whose name appears on Part B of the child Protection Register as mandated by the Section 123 (5) of the Children's Act, 2005 need not apply. Applicants are required to attach proof of registration with SACSSP and Service certificates of appropriate experience in Social work after registration as Social Worker with SACSSP.
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Email Address: DOJ21-43-WC@justice.gov.za
<u>FOR ATTENTION</u>	:	Mr Y Samsodien
<u>POST 04/49</u>	:	<u>MAINTENANCE OFFICER (MR1- MR5) (X2 POSTS)</u>
<u>SALARY</u>	:	R198 411 – R502 893 per annum. (Salary will be determined in accordance with experience as per OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Barberton Magistrate Office: Ref No: 2020/41/ MP

<u>REQUIREMENTS</u>	:	Evander Magistrate Office: Ref No: 2020/40/ MP LLB degree or recognized 4 year legal qualification. Basic knowledge and understanding of legal research principles; Basic understanding of drafting legal documents that provides; Clear motivation; Knowledge of legal proceedings relevant to mediation, arbitration and conciliation; Skills and Competencies: Communication skills (oral & written); Motivational skills; Loyalty, honesty, ability to work under pressure ; Driving skills; Planning and organizing; Good interpersonal relations; Attention to detail; Customer care; Computer Literacy.
<u>DUTIES</u>	:	Conduct preliminary interviews; Conduct informal maintenance enquires; Conduct formal maintenance enquires; Render administrative support.
<u>ENQUIRIES</u>	:	Ms NC Maseko Tel No: (013) 753 9300 Ext. 224
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: DOJ2020-41-MP@justice.gov.za DOJ2020-40-MP@justice.gov.za
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number

NATIONAL PROSECUTING AUTHORITY

The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2016, will take highest preference in selection of suitable candidates.

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E-mail as stated below.
- CLOSING DATE** : 22 February 2021
- NOTE** : For your application to be accepted: Applications must be submitted on a Z83, obtainable from any Public Service department or on www.npa.gov.za which must be fully completed as per the instructions on the form, signed and dated. If the Z83 is not completed as prescribed your application will not be accepted. CVs without a Z83 will not be accepted. Handwritten Z83 must be completed in Block Letters. Only copies of certified required qualifications, identity document and other listed documents as per the advert, must be included with your application. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please DO NOT contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (3) three months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. A valid driver's license will be a requirement where applicable. NB! Applicants Who Are Successful Must Please Note That the NPA Is Not In a Position to Pay Resettlement Costs

OTHER POSTS

- POST 04/50** : **SENIOR PUBLIC PROSECUTOR REF NO: RECRUIT 2021/50**
National Prosecutions Service
(Re-advert)
- SALARY** : R983 019 per annum (Level CM-1) (Total Cost Package) to R1 536 567 per annum (Total Cost Package)
- CENTRE** : CPP: Pietermaritzburg
- REQUIREMENTS** : A recognised four-year legal qualification. At least eight years post qualification legal experience. Five year experience in legal practice will be an added advantage. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.
- DUTIES** : Manage and supervise lower level prosecutors including the allocation of work and management of performance. Study case dockets and decide on the institution and conduct criminal proceedings of a general and more advanced nature. Prepare cases for court and draft charge sheet and other proceedings of the court. Represent the State in all Courts. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
- ENQUIRIES** : Thabsile Radebe Tel No: (033) 392 8753
- APPLICATIONS** : e mail Recruit202150@npa.gov.za

<u>POST 04/51</u>	:	<u>SENIOR PUBLIC PROSECUTOR REF NO: RECRUIT 2021/51</u> National Prosecutions Service
<u>SALARY</u>	:	R983 019 per annum (Level CM-1) (Total Cost Package) to R1 536 567 per annum (Total Cost Package)
<u>CENTRE REQUIREMENTS</u>	:	CPP: Welkom (Odendaalsrus) A recognised four-year legal qualification. At least eight years post qualification legal experience. Five year experience in legal practice will be an added advantage. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills. Valid drivers license.
<u>DUTIES</u>	:	Manage, train and give guidance to prosecutors. Study case dockets and decide on the institution of and conduct criminal proceedings; maintenance and inquest matters of a general and more advanced nature. Prepare cases for court and draft charge sheets, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence. Perform all duties related thereto in accordance with the Code of Conduct, Policy Directives of the NPA. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES APPLICATIONS</u>	:	Lemmer Ludwick Tel No: (051) 410 6001 e mail Recruit202151@npa.gov.za
<u>POST 04/52</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2021/52</u> National Prosecution Service
<u>SALARY</u>	:	R983 019 per annum (Level LP-9) (Total Cost Package) to R1 536 567 per annum (Total Cost Package)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria: Head Office (STU) A recognised four-year legal qualification. At least eight years post qualification legal experience in civil and/or criminal litigation. Six years relevant criminal court work experience in advocacy and drafting. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Extensive prosecutorial or litigation experience regarding commercial crimes, fraud, theft and other common law/ statutory offences relating to tax evasion is essential. Knowledge of legislation relating to Income Tax, PAYE as well as the Tax Administration Act and the Customs and Excise Act required. Knowledge of Company Law required. Proficiency in prosecuting, competency in guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, indictments and court documents dealing with representations and conducting motion proceedings. Good advocacy, well-developed skills in legal research and legal drafting skills. General computer literacy. The ability to act independently without supervision. Excellent administrative skills.
<u>DUTIES</u>	:	Deal with Tax related representations submitted to the NDPP and/or DNDPP and advise him/her by making recommendations on the outcome thereof. Attend to other general prosecutions related representations submitted to the NDPP or DNDPP where necessary. Perform other tax related duties, including administrative duties and specific tasks assigned by the supervisor related thereto in accordance with the Code of Conduct, policy and directives of the National Prosecuting Authority. Mentor and guide Advocates and stakeholders on tax related matters. Assist in the keeping of proper records in relation to the STU matters and assist the Head NPS in compiling tax related reports where necessary. Assist with all MOU related queries. Mentor, train and quality check the memoranda submitted by the DPP Offices to the Head NPS. Promote partner intergration, community involvement and customer satisfaction in conjunction with partners in relation to Tax matters.
<u>ENQUIRIES APPLICATIONS</u>	:	Phuti Mahanyele Tel No: (012) 845 6945 e mail Recruit202152@npa.gov.za

<u>POST 04/53</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2021/53 (X2 POSTS)</u> National Prosecutions Service
<u>SALARY</u>	:	R983 019 per annum (Level LP-9) (Total Cost Package) to R1 536 567 per annum (Total Cost Package)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	A recognised four-year legal qualification. At least eight years post qualification legal experience in civil and/or criminal litigation. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Admission as advocate or attorney will be an added advantage. Good advocacy, well-developed skills in legal research and legal drafting skills. Good knowledge of civil and/or criminal procedure. Willing to travel. Able to work extended hours. Proficiency in prosecuting, competency in guiding investigation, drafting charge sheets, indictments and court documents dealing with representations. Good interpersonal, analytical, presentation and communication skills, knowledge of asset forfeiture law. The ability to act independently. Strong computer skills will be required.
<u>DUTIES</u>	:	Attend to representations submitted to the NDPP and/ or DNDPP and advise her/ him by making recommendations on the outcome thereof. These representations mainly relate to all general prosecutorial decisions from all sections within the NPS business unit but also includes facilitation of representation pertaining to SOCA, SCCU and PCLU matters. Attend to requests for Presidential pardons, authorisations in terms of applicable legislation i.e. centralization requests, processing of applications for appointment of outside counsel in terms of section 38 of the NPA Act as well as coordination of certain cases with IPID. Assist with Memorandums of Understanding where components of the NPS are involved e.g. FIC, SARS, SIU etc. Participation in stakeholder engagements to proactively strategies on effective and efficient management and resolution of complaints. Where necessary, liaise with the police to obtain more information and provide guidance on further investigation. Conduct legal research, draft reports and or legal opinions and keep up to date with legal developments.
<u>ENQUIRIES</u>	:	Phuti Mahanyele Tel No: (012) 845 6945
<u>APPLICATIONS</u>	:	e mail Recruit202153@npa.gov.za
<u>POST 04/54</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2021/54</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R983 019 per annum (Level LP-9) (Total Cost Package) to R1 536 567 per annum (Total Cost Package)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	A recognised four-year legal qualification. At least eight years post qualification legal experience in civil and/or criminal litigation. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Good advocacy, well-developed skills in legal research and legal drafting skills. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Good interpersonal, analytical, presentation and communication skills. Knowledge of asset forfeiture law. The ability to act independently. Strong computer skills will be required.
<u>DUTIES</u>	:	Conduct prosecution of serious, complex and organised commercial crime and corruption cases. Advise the DPCI on the investigation of serious, complex and organised commercial crime and corruption cases. Conduct legal research and keep-up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally conduct prosecution on behalf of the State, and perform all duties related thereto, including administrative duties; Deal with representations and complaints; Mentor, guide and/or conduct training of prosecutors and stakeholders. Engage with stakeholders on commercial crime related issues.
<u>ENQUIRIES</u>	:	Bonakele Jali Tel No: (012) 845 6395
<u>APPLICATIONS</u>	:	e mail Recruit202154@npa.gov.za

<u>POST 04/55</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2021/55 (X2 POSTS)</u> National Prosecutions Service
<u>SALARY</u>	:	R983 019 per annum (Total Cost Package) to R1 536 567 per annum (Total Cost Package) (Level LP-9)
<u>CENTRE</u>	:	DPP: Pretoria
<u>REQUIREMENTS</u>	:	A recognised four-year legal qualification. At least eight years post qualification legal experience in civil and/or criminal litigation. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Good advocacy, well-developed skills in legal research and legal drafting skills. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Good interpersonal, analytical, presentation and communication skills. Knowledge of asset forfeiture law. The ability to act independently. Strong computer skills will be required.
<u>DUTIES</u>	:	Conduct prosecution of serious, complex and organised commercial crime cases and corruption matters. Advise the police on the investigation of serious, complex and organised commercial crime cases and corruption matters. Conduct legal research and keep-up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally conduct prosecution on behalf of the State.
<u>ENQUIRIES</u>	:	Godfrey Ramakuela Tel No: (012) 351 6808
<u>APPLICATIONS</u>	:	e mail Recruit202155@npa.gov.za
<u>POST 04/56</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2021/56</u> National Prosecutions Service
<u>SALARY</u>	:	R983 019 per annum (Total Cost Package) to R1 536 567 per annum (Total Cost Package) (LP-9)
<u>CENTRE</u>	:	DPP: Pietermaritzburg
<u>REQUIREMENTS</u>	:	A recognized four-year legal qualification. At least eight years' post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Five years' experience in legal practice will be an added advantage. Ability to act independently.
<u>DUTIES</u>	:	Study case dockets, decide in the institution of and conduct criminal proceedings. Draft charge sheets and other courts documents. Represent the state in all courts. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.
<u>ENQUIRIES</u>	:	Thabsile Radebe Tel No: (033) 392 8753
<u>APPLICATIONS</u>	:	e mail Recruit202156@npa.gov.za
<u>POST 04/57</u>	:	<u>REGIONAL COURT CONTROL PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R847 047 per annum (Total Cost Package) to R1 384 479 per annum (Total Cost Package) (Level SU-3)
<u>CENTRE</u>	:	CPP: Pietermaritzburg – Ref No: Recruit 2020/62 CPP: Ntuzuma - Ref No: Recruit 2020/63
<u>REQUIREMENTS</u>	:	A recognized four-year legal qualification. At least six years post qualification legal experience. The incumbent must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors. Excellent administrative skills.
<u>DUTIES</u>	:	Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of

		conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	CPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753
<u>APPLICATIONS</u>	:	CPP: Ntuzuma Ntokozo Dlamini Tel No: (031) 334 5274 CPP: Pietermaritzburg e mail Recruit202162@npa.gov.za CPP: Ntuzuma Recruit202163@npa.gov.za
<u>POST 04/58</u>	:	<u>STATE ADVOCATE</u> National Prosecutions Service
<u>SALARY</u>	:	R763 212 per annum (Total Cost Package) to R1 266 156 per annum (Total Cost Package) (Level LP- 7 to LP-8)
<u>CENTRE</u>	:	DPP: Pietermaritzburg – Ref No: Recruit 2021/57 (X7 Posts) DPP: Pretoria - Ref No: Recruit 2021/58 (X4 Posts)
<u>REQUIREMENTS</u>	:	A recognized four-year legal qualification. At least five years' post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecuting, guiding investigations, drafting charge sheets, including indictments and court documents, dealing with representations. General computer literacy and knowledge of programs in MS Word; Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	DPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753
<u>APPLICATIONS</u>	:	DPP: Pretoria Tumisoang Basiretsi Tel No: (012) 351 6821 DPP: Pietermaritzburg e-mail Recruit202157@npa.gov.za DPP: Pretoria e-mail Recruit202158@npa.gov.za
<u>POST 04/59</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2021/59 (X2 POSTS)</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R763 212 per annum (Total Cost Package) to R1 266 156 per annum (Total Cost Package) (Level LP- 7 to LP-8)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A recognized four-year legal qualification. At least five years' post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all

		duties related thereto in accordance with the code of conduct policy and directives of the NPA.
<u>ENQUIRIES APPLICATIONS</u>	:	Bongiwe Mlaba Tel No: (031) 335 6617
	:	e mail Recruit202159@npa.gov.za
<u>POST 04/60</u>	:	<u>STATE ADVOCATE</u>
		Asset Forfeiture Unit
<u>SALARY</u>	:	R763 212 per annum (Total Cost Package) – R1 266 156 per annum (Total Cost Package) (LP-7 to LP-8)
<u>CENTRE</u>	:	Cape Town - Recruit 2021/60 (Re- advert)
		Johannesburg - Recruit 2021/61 (Re- advert)
<u>REQUIREMENTS</u>	:	A recognised four-year legal qualification. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. At least 5 years post qualification legal experience in civil and/or criminal litigation. Well-developed skills in legal research and legal drafting and advocacy. Good knowledge of civil and/or criminal procedure. Knowledge of asset forfeiture law will be an added advantage. Good interpersonal, analytical, presentation and communication skills. Valid driver's license is recommended. Strong computer skills.
<u>DUTIES</u>	:	Civil litigation on behalf of the State regarding all aspects of freezing of property and obtaining final forfeiture/confiscation orders. Draft and present asset forfeiture applications in all courts. Liaise with prosecutors on cases with asset forfeiture potential. Train prosecutors and investigators in the use of Asset Forfeiture Law. Conduct research on identified areas of the law. Draft legal opinions on aspects of asset forfeiture, civil and criminal law. Draft heads of argument and policy documents on behalf of the unit. Write articles for internal newsletter on developing areas of asset forfeiture law. Keep up to date with legal developments.
<u>ENQUIRIES APPLICATIONS</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
	:	Cape Town e mail Recruit202160@npa.gov.za
		Johannesburg e mail Recruit202161@npa.gov.za
<u>POST 04/61</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2021/117</u>
		National Prosecutions Service
<u>SALARY</u>	:	R763 212 per annum (Total Cost Package) – R1 266 156 per annum (Total Cost Package) (LP-7 to LP-8)
<u>CENTRE</u>	:	CPP: Pretoria (Pretoria North)
<u>REQUIREMENTS</u>	:	A recognised four-year Legal qualification. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. At least five years' post qualification legal experience in the prosecution of Sexual Offences; Criminal Procedure, Civil litigation and management of Gender based violence matters.
<u>DUTIES</u>	:	To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/ or the Policy Manual and / or any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature in the Dedicated Sexual Offences Courts. Prepare cases for court, guide investigations, and consult with witnesses, draft charge sheets and other court documents, including documents that are more complex in nature. Present the State's case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. To ensure Criminal and Civil litigation in compliance with requirements legally imposed upon the State regarding aspects of criminal and civil activities relevant to the mandate of the National Prosecuting Authority on the management of Gender based violence and all matters incidental there to. To track, monitor and facilitate cases through the Criminal Justice System, manage the court rolls at Dedicated Sexual Offences Courts. Securing the attendance of witnesses, investigating officer's and accused in custody at court. Ensuring a reduction of turnaround time in the finalization of cases in line with the mandate of NPA. Assist to improve functional relationships with stakeholders. Constant follow up with the relevant stakeholders. Assist to improve the conviction rate. Supervise, train and develop relevant role-players where required. Submit monthly reports (including statistics) regarding performance management.
<u>ENQUIRIES</u>	:	Godfrey Ramakuela Tel No: (012) 651 6808

<u>APPLICATIONS</u>	:	e mail Recruit2021117@npa.gov.za
<u>POST 04/62</u>	:	<u>HEAD COURT CONTROL PROSECUTOR 2</u> National Prosecutions Service
<u>SALARY</u>	:	R510 432 per annum (Excluding Benefits) to R1 192 947 per annum (Total Cost Package) (Level SU-1 TO SU-2)
<u>CENTRE</u>	:	CPP: Empangeni – Ref No: Recruit 2021/64 (X2 Posts) CPP: Pietermaritzburg (New Hanover) – Ref No: Recruit 2021/65
<u>REQUIREMENTS</u>	:	A recognized four-year legal qualification. At least four years post qualification legal experience. Proficiency in prosecuting, guiding investigations and giving instructions in complex and more difficult common law and statutory offences in the lower courts, drafting charge sheets and complex court documents. Management skills. Must be able to work independently. Must have good administrative skills.
<u>DUTIES</u>	:	Manage, train and give guidance to Prosecutors. Study case dockets and decide on the institution and conduct criminal proceedings. Maintenance of matters and inquest of a general and more advanced nature in the lower courts. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist Prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence in general conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, policy and directive of the National Prosecuting Authority. Assist the Senior Prosecutor with the performance assessment of staff. Manage, control and attend to the administration of the office of the District Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	CPP: Empangeni Ntokozo Dlamini Tel No: (031) 334 5274 CPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753
<u>APPLICATIONS</u>	:	CPP: Empangeni e mail Recruit202164@npa.gov.za ; CPP: Pietermaritzburg e mail Recruit202165@npa.gov.za
<u>POST 04/63</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R510 432 per annum (Excluding Benefits) to R1 192 947 per annum (Total Cost Package) (Level LP-5 to LP-6)
<u>CENTRE</u>	:	CPP: Pietermaritzburg – Ref No: Recruit 2021/66 CPP: Kimberley – Ref No: Recruit 2021/67 CPP: Pretoria – Ref No: Recruit 2021/68 (X7 Posts) CPP: Vaal Rand (Benoni) – Ref No: Recruit 2021/69 (X2 Posts) (Vanderbijlpark) – Ref No: Recruit 2021/70 CPP: Middelburg (Elukwatini) - Ref No: Recruit 2021/71 CPP: Welkom - Ref No: Recruit 2021/72 (Sasolburg) – Ref No: Recruit 2021/73 CPP: Empangeni – Ref No: Recruit 2021/74 (X7 Posts) CPP: Ntuzuma – Ref No: Recruit 2021/75
<u>REQUIREMENTS</u>	:	A recognized four-year legal qualification. At least four years post qualification legal experience. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Litigation in the regional court and management experience will be an added advantage.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.
<u>ENQUIRIES</u>	:	CPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753 CPP: Kimberley Nicholas Mogongwa Tel No: (053) 807 4539 CPP: Pretoria Confidence Mutshinyalo Tel No: (012) 351 6760 CPP: Vaal Rand Tumisang Basiretsi Tel No: (012) 351 6821 CPP: Middelburg Tebogo Mashile Tel No (013) 045 0686 CPP: Welkom Lemmer Ludwick Tel No: (051) 410 6001

<u>APPLICATIONS</u>	:	CPP: Empangeni & CPP: Ntuzuma Ntokozo Dlamini Tel No: (031) 334 5274 CPP: Pietermaritzburg e mail Recruit202166@npa.gov.za CPP: Kimberley e mail Recruit202167@npa.gov.za CPP: Pretoria e mail Recruit202168@npa.gov.za CPP: Vaal Rand (Benoni) e mail Recruit202169@npa.gov.za (Vanderbijlpark) e mail Recruit202170@npa.gov.za CPP: Middelburg (Elukwatini) e mail Recruit202171@npa.gov.za CPP: Welkom e mail Recruit202172@npa.gov.za (Sasolburg) e mail Recruit202173@npa.gov.za CPP: Empangeni e mail Recruit202174@npa.gov.za CPP: Ntuzuma e mail Recruit202175@npa.gov.za
<u>POST 04/64</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R510 432 per annum (Excluding Benefits) to R1 192 947 per annum (Total Cost Package) (Level LP-5 to LP-6)
<u>CENTRE</u>	:	CPP: Mmabatho (Molopo) - Ref No: Recruit 2021/76 CPP: Odi (Bafokeng) – Ref No: Recruit 2021/77 CPP: Klerksdorp (Potchefstroom) – Ref No: Recruit 2021/78
<u>REQUIREMENTS</u>	:	A recognized four-year legal qualification. At least four years post qualification legal experience. Right of appearance under any of the applicable laws will be an added advantage. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting, experience in guiding investigations and giving instructions in common law and statutory offences in the Regional Court.
<u>DUTIES</u>	:	Manage, train and give guidance to prosecutors. Study case dockets. Decide on the institution of and conduct criminal proceedings. Decide on the institution of and conduct criminal proceedings. Attend to maintenance matters and inquest in the lower courts. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the state's case in court. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Chief Prosecutor with the performance assessment of staff. Give account to the Chief Prosecutor and the Director of Public Prosecutions as head of the prosecutorial office of the district. Manage, control and attend to the administration of the office of the District Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	Flora Kalagosi Tel No: (018) 381 9041
<u>APPLICATIONS</u>	:	CPP: Mmabatho (Molopo) e mail Recruit202176@npa.gov.za CPP: Odi (Bafokeng) e mail Recruit202177@npa.gov.za CPP: Klerksdorp (Potchefstroom) e mail Recruit202178@npa.gov.za
<u>POST 04/65</u>	:	<u>REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2020/79</u> National Prosecutions Service
<u>SALARY</u>	:	R510 432 per annum (Excluding Benefits) to R1 192 947 per annum (Total Cost Package) (Level LP-5 to LP-6)
<u>CENTRE</u>	:	DDPP: Durban
<u>REQUIREMENTS</u>	:	A recognized four-year legal qualification. At least four years post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences. Experience or knowledge in POCA legislation.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other court documents. Represent the State in all courts. Prepare cases for court. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

		Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.
<u>ENQUIRIES</u>	:	Ntokozo Dlamini Tel No: (031) 334 5274
<u>APPLICATIONS</u>	:	e mail Recruit202179@npa.gov.za
<u>POST 04/66</u>	:	<u>DISTRICT COURT CONTROL PROSECUTOR REF NO: RECRUIT 2021/80</u> National Prosecutions Service
<u>SALARY</u>	:	R510 432 per annum (Excluding Benefits) to R1 192 947.per annum (Total Cost Package) (Level SU-1 to SU-2)
<u>CENTRE</u>	:	CPP: Pretoria (Pretoria North)
<u>REQUIREMENTS</u>	:	A recognized four-year legal qualification. At least four years post qualification legal experience. Good management skills. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offenses in the District Court. Ability to draft charge sheets and complex court documents. Good administration skills. Good management skills. Organizational skills. Ability to work independently.
<u>DUTIES</u>	:	Manage, train and give guidance to prosecutors. Study court dockets and decide on the institution of and conduct criminal; proceedings of a general and more advanced nature in the both District and Regional Court. Prepare cases for court and draft charge sheets and other proceedings for the court. Present and assist prosecutors to present the State's case in court, to lead witness, cross-examine and address the court on, inter alia, conviction and sentence and in general conduct prosecutions on behalf of the State. Perform all duties related thereof in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.
<u>ENQUIRIES</u>	:	Godfrey Ramakuela Tel No: (012) 351 6808
<u>APPLICATIONS</u>	:	e mail Recruit202180@npa.gov.za
<u>POST 04/67</u>	:	<u>DISTRICT COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R301 452 per annum (Excluding Benefits) to R847 047 per annum (Total Cost Package) (Level LP-3 to LP-4)
<u>CENTRE</u>	:	CPP: Ladysmith – Ref No: Recruit 2021/82 (X3 Posts) CPP: Mmabatho (Lichtenburg) – Ref No: Recruit 2021/83 CPP: Welkom – Ref No: Recruit 2021/84 (X2 Posts) (Lindley) - Ref No: Recruit 2021/85 (Hennenman) – Ref No: Recruit 2021/86 (Bethlehem) Ref No: Recruit 2021/87 (Sasolburg) – Ref No: Recruit 2021/88 (Vrede) – Ref No: Recruit 2021/89 CPP: Pretoria – Ref No: Recruit 2021/90 (X7 Posts) CPP: Bloemfontein – Ref No: Recruit 2021/91 (X3 Posts) (Harrismith) – Ref No: Recruit 2021/92 CPP: Empangeni – Ref No: Recruit 2021/93 (X6 Posts) CPP: Ntuzuma (Verulam) – Ref No: Recruit 2021/94 (X2 Posts)
<u>REQUIREMENTS</u>	:	A recognised four year legal qualification. At least two years post qualification legal experience or one year post qualification legal experience for candidates who successfully completed the NPA Aspirant Prosecutor Program. Criminal court litigation experience will be an advantage. A valid driver's license will be a requirement where applicable.
<u>DUTIES</u>	:	Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents. Represent the State in court.
<u>ENQUIRIES</u>	:	CPP: Ladysmith Thabsile Radebe Tel No: (033) 392 8753 CPP: Mmabatho Flora Kalakgosi Tel No: (018) 381 9041 CPP: Welkom & CPP: Bloemfontein Lemmer Ludwick Tel No: (051) 410 6001 CPP: Pretoria Godfrey Ramakuela Tel No: (012) 351 6808 CPP: Durban; CPP: Empangeni & CPP: Ntuzuma Ntokozo Dlamini Tel No: (031) 334 5274
<u>APPLICATIONS</u>	:	CPP: Ladysmith e mail Recruit202182@npa.gov.za CPP: Mmabatho (Lichtenburg) e mail Recruit202183@npa.gov.za CPP: Welkom e mail Recruit202184@npa.gov.za

(Lindley) e mail Recruit202185@npa.gov.za
 (Hennenman) e mail Recruit202186@npa.gov.za
 (Bethlehem) e mail Recruit202187@npa.gov.za
 (Sasolburg) e mail Recruit202188@npa.gov.za
 (Vrede) e mail Recruit202189@npa.gov.za
 CPP: Pretoria e mail Recruit202190@npa.gov.za
 CPP: Bloemfontein e mail Recruit202191@npa.gov.za
 (Harrismith) e mail Recruit202192@npa.gov.za
 CPP: Empangeni e mail Recruit202193@npa.gov.za
 CPP: Ntuzuma (Verulam) e mail Recruit202194@npa.gov.za

<u>POST 04/68</u>	:	<u>DISTRICT COURT PROSECUTOR (ONE MAN STATION)</u> National Prosecutions Service
<u>SALARY</u>	:	R301 452 per annum (Excluding Benefits) to R847 047.per annum (Total Cost Package) (Level LP-3 to LP-4)
<u>CENTRE</u>	:	CPP: Upington (Grobblershoop) - Ref No: Recruit 2021/95 CPP: Kimberley (Warrenton) - Ref No: Recruit 2021/96 (Jankempdorp) - Ref No: Recruit 2021/97
<u>REQUIREMENTS</u>	:	A recognised four year legal qualification. At least two years post qualification legal experience or one year post qualification legal experience for candidates who successfully completed the NPA Aspirant Prosecutor Program. Criminal court litigation experience will be an advantage. A valid driver's license will be a requirement where applicable.
<u>DUTIES</u>	:	Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents. Represent the State in court.
<u>ENQUIRIES</u>	:	Nicholas Mogongwa Tel No: (053) 807 4539
<u>APPLICATIONS</u>	:	CPP: Upington (Grobblershoop) e mail Recruit202195@npa.gov.za CPP: Kimberley (Warrenton) e mail Recruit202196@npa.gov.za (Jankempdorp) e mail Recruit202197@npa.gov.za
<u>POST 04/69</u>	:	<u>COURT PREPARATION OFFICER</u> National Prosecutions Services
<u>SALARY</u>	:	R257 508 per annum (Level 07) (Excluding Benefits)
<u>CENTRE</u>	:	CPP: Pretoria – Recruit 2021/98 CPP: Welkom (Heilbron) – Ref No: Recruit 2021/101 CPP: Bloemfontein – Ref No: Recruit 2021/ 49 (Thaba Nchu) - Ref No: Recruit 2021/102 (Phuthaditjhaba) – Ref No: Recruit 2021/103 (Botshabelo) – Ref No: Recruit 2021/81 CPP: Durban (Umlazi) – Ref No: Recruit 2021/104
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) / Three (3) year Diploma (NQF level 6) in Social Science/Behavioral Studies or equivalent. At least one year working experience in a court environment. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem-solving skills.
<u>DUTIES</u>	:	Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.
<u>ENQUIRIES</u>	:	CPP: Pretoria Godfrey Ramakuella Tel No: (012) 351 6808 CPP: Welkom & CPP: Bloemfontein Lemmer Ludwick Tel No: (051) 410 6001 CPP: Durban Ntokozo Dlamini Tel No: (031) 334 5274
<u>APPLICATIONS</u>	:	CPP Pretoria e mail Recruit202198@npa.gov.za CPP: Welkom (Heilbron) e mail Recruit2021101@npa.gov.za CPP: Bloemfontein e mail Recruit202149@npa.gov.za (Thaba Nchu) e mail Recruit2021102@npa.gov.za (Phuthaditjhaba) e mail Recruit2021103@npa.gov.za (Botshabelo) e mail Recruit202181@npa.gov.za CPP: Durban (Umlazi) e mail Recruit2021104@npa.gov.za

<u>POST 04/70</u>	:	<u>LIBRARIAN REF NO: RECRUIT 2021/105</u> National Prosecutions Service
<u>SALARY</u>	:	R257 508 per annum (Level 07) (Excluding Benefits)
<u>CENTRE</u>	:	DPP: Mmabatho
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) Three (3) year Diploma (NQF 6). At least two years relevant experience. Knowledge of AACR2 and Dewey decimal classification Systems. Ability to work on an electronic library management system. Experience in utilization of search tools such as internet, LexisNexis, Jutastat and Sabinet online. Experience in information services. Library and information management skills. General computer literacy in MS Word, Excel, and PowerPoint. Willingness to travel. Good verbal and written communication and administrative skills. Report writing skills. Ability to work independently with minimum supervision.
<u>DUTIES</u>	:	Conduct information searches and monitor information. Cataloguing and classification of library material. Loose-leaf administration including updating. Responsible for library stock taking and keeping of statistics. Training of users on online databases. Procure new material. Shelving and shelf-reading of library material. Assist with the information projects of the NPA.
<u>ENQUIRIES</u>	:	Flora Kalagosi Tel No: (018) 381 9041
<u>APPLICATIONS</u>	:	e mail Recruit2021105@npa.gov.za
<u>POST 04/71</u>	:	<u>PERSONAL ASSISTANT REF NO: RECRUIT 2021/107</u> National Prosecutions Service
<u>SALARY</u>	:	R257 508 per annum (Level 07) (Excluding Benefits)
<u>CENTRE</u>	:	CPP: Witbank
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Minimum two years secretarial experience and or related administrative experience. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Good grooming and presentation. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. A valid drivers license.
<u>DUTIES</u>	:	Provide secretarial and administration support and personal assistant service to the Deputy Director of Public Prosecutions. Record incoming documents. Check documents for correct referencing before filing. Facilitate leave management and performance management. Coordinate application for access to electronic register. Receive dockets from relevant legislative prescripts. Ensure incoming correspondence are processed and relevant case files are opened and cross referenced. Operational support. Ensure that document production is done making photocopies facsimile and e-mails iro case administered. Document management. Ensure implementation of case registers. Ensure efficient case data capturing.
<u>ENQUIRIES</u>	:	Ndumiso Bhembe Tel No: (013) 045 0633
<u>APPLICATIONS</u>	:	e mail Recruit2021107@npa.gov.za
<u>POST 04/72</u>	:	<u>PERSONAL ASSISTANT REF NO: RECRUIT 2021/108</u> Communications Unit
<u>SALARY</u>	:	R257 508 per annum (Level 07) (Excluding Benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Minimum two years secretarial experience and or related administrative experience. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Good grooming and presentation. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. A valid driver's license.
<u>DUTIES</u>	:	Provide secretarial and administration support in the office. Receiving and screening of telephone calls and referring calls to the correct role players if not meant for the manager. Type documents for the office. Operate office equipment like fax machines and photocopiers. Provide clerical support

		services to the office. Make travel and logistical arrangements for meetings and events, process travel and subsistence claims. Take minutes during meetings. Draft routine correspondence. Develop and maintain an accessible and user-friendly filing system. Handle procurement of standard items such as stationery. Liaise with other offices of the NPA and Administration with regard to all matters pertaining to the administrative functions of the office.
<u>ENQUIRIES APPLICATIONS</u>	:	John Solomon Tel No: (012) 845 6770
	:	e mail Recruit2021108@npa.gov.za
<u>POST 04/73</u>	:	<u>PERSONAL ASSISTANT REF NO: RECRUIT 2021/109</u>
		Asset Forfeiture Unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (Level 07) (Excluding Benefits)
	:	Pretoria: Head Office
	:	Grade 12 or equivalent qualification. Minimum two years secretarial experience and or related administrative experience. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Good grooming and presentation. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. A valid drivers license.
<u>DUTIES</u>	:	Receive telephone calls and refer the calls to the correct role player if not meant for the relevant manager. Record appointments and events in the diary of the Special Director. Type documents for the Special Director and other staff within the unit. Arrange meetings for the Special Director and the staff in the unit and taking minutes thereof. Provide high level secretarial support and perform a variety of tasks for the Special Director and unit. Identify venues, invite role players and organize refreshments. Set up schedules for meetings and events in the office. Receive, record and distribute all incoming and outgoing correspondence. Draft routine correspondences and reports. Liaise with travel agency to make travel and accommodation arrangements and process S & T claims. Operate office equipment and ensure that they are in good working condition. Handle the procurement of standard items like stationery, refreshments for the manager and office.
<u>ENQUIRIES APPLICATIONS</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
	:	e mail Recruit2021109@npa.gov.za
<u>POST 04/74</u>	:	<u>PRINCIPAL HUMAN RESOURCES OFFICER REF NO: RECRUIT 2021/110 (X2 POSTS)</u>
		Organisational Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (Level 07) (Excluding Benefits)
	:	Pretoria: Head Office
	:	An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). At least two years' experience in post establishment environment. Persal Establishment Certificate obtained from SITA. In depth knowledge of legislation and regulations pertaining to Public Service administration specifically the Public Service Act, Knowledge of Human Resources in general and Information management. Strong organizational skills. Excellent written and verbal communication skills, innovative and proactive. Willing to travel and work extended hours. General computer literacy skills and knowledge in programs such as MS Word, Excel, MS Outlook and PowerPoint, Visio and Equate. Experience in working on PERSAL. Valid driver's license.
<u>DUTIES</u>	:	Implement post establishment transactions on PERSAL. Change of job title, movement with the post, abolishment of posts, create permanent or contract posts, amend post levels, etc. Align post establishment to the organisational structure. Allocate vacant posts for advertisement, interview reports, transfer and acting allowance. Render post establishment administrative support. File approved memoranda and maintain records. Maintain post establishment electronic records. Provide guidance on post establishment processes and procedures.
<u>ENQUIRIES APPLICATIONS</u>	:	Shirley Nhlapo Tel No: (012) 845 6092
	:	e mail Recruit2021110@npa.gov.za

<u>POST 04/75</u>	:	<u>ADMINISTRATIVE OFFICER: ASSETS, FLEET & FACILITIES REF NO: RECRUIT 2021/111</u> National Prosecutions Service
<u>SALARY</u>	:	R257 508 per annum (Level 07) (Excluding Benefits)
<u>CENTRE</u>	:	DDPP: Bhisho
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum two years relevant experience in Fleet, Facilities/Buildings Management and Travel environment. Good communication skills, written and verbal. Strong interpersonal skills. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint. Willing to travel and able to work after hours. High level of reliability and able to work independently. Knowledge of PFMA and National Treasury Regulations. Valid driver's license.
<u>DUTIES</u>	:	Ensure that buildings within the NPA are fully utilised and are properly maintained. Ensure that vehicles are properly utilised and maintained. Ensure that buildings are properly maintained. Compile payments to service providers. Perform reconciliation of accounts and statements on payments made to service providers.
<u>ENQUIRIES</u>	:	Talita Raga Tel No: (040) 608 6800
<u>APPLICATIONS</u>	:	e mail: Recruit2021111@npa.gov.za
<u>POST 04/76</u>	:	<u>ADMINISTRATIVE CLERK</u> National Prosecutions Service
<u>SALARY</u>	:	R173 703 per annum (Level 05) (Excluding Benefits)
<u>CENTRE</u>	:	DPP: Pretoria - Ref No: Recruit 2021/112 CPP: East London – Ref No: Recruit 2021/113
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
<u>DUTIES</u>	:	Provide high level administrative support to the office. Design and keep a well organised administrative system for the office. Draft correspondence to members of the public, other organisations and State Departments. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, logistical and human resources. Good office practice.
<u>ENQUIRIES</u>	:	DPP: Pretoria Tumisang Basiretsi Tel No: (012) 351 6824 CPP: East London Viola Alexander Tel No: (040) 608 6800
<u>APPLICATIONS</u>	:	DPP: Pretoria e mail Recruit2021112@npa.gov.za CPP: East London e mail Recruit2021113@npa.gov.za
<u>POST 04/77</u>	:	<u>ADMINISTRATIVE CLERK</u> National Prosecutions Service
<u>SALARY</u>	:	R173 703 per annum (Level 05) (Excluding Benefits)
<u>CENTRE</u>	:	DPP: Mpumalanga - Ref No: Recruit 2021/114 CPP: Nelspruit (Kabokweni) – Ref No: Recruit 2021/115 DDPP Middelburg – Ref No: Recruit 2021/116
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
<u>DUTIES</u>	:	Provide high level administrative support to the office. Design and keep a well organised administrative system for the office. Draft correspondence to members of the public, other organisations and State Departments. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, logistical and human resources. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving and dispatching of documents.
<u>ENQUIRIES</u>	:	Ndumiso Bhembe Tel No: (013) 045 0633
<u>APPLICATIONS</u>	:	DPP: Mpumalanga e mail Recruit2021114@npa.gov.za CPP: Nelspruit (Kabokweni) e mail Recruit2021115@npa.gov.za DPP: Middelburg e mail Recruit2021116@npa.gov.za

<u>POST 04/78</u>	:	<u>FINANCE CLERK REF NO: RECRUIT 2021/99 (X2 POSTS)</u> National Prosecutions Service
<u>SALARY</u>	:	R173 703 per annum (Level 5) (Excluding Benefits)
<u>CENTRE</u>	:	DPP: Pretoria
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. Knowledge of finance and procurement management system. Basic knowledge of PFMA and Treasury Regulations. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to work independently. Basic numeracy skills.
<u>DUTIES</u>	:	Process the payments for the service providers for the unit e.g subsistence and travelling claims in line with available budget and maintain asset register. Render support in the compilation and control budget. Carry out tasks relating to the acquisition, supply and distribution of inventory in accordance with procurement policy. Check salary reports and check discrepancies. Distribute payslips, IRP5' and stationary to the unit. Manage petty cash and liaise with Administration regarding all matters pertaining to Finance.
<u>ENQUIRIES</u>	:	Godfrey Ramakuela Tel No: (012) 351 6808
<u>APPLICATIONS</u>	:	e mail Recruit202199@npa.gov.za
<u>POST 04/79</u>	:	<u>REGISTRY CLERK REF NO: RECRUIT 2021/100</u> National Prosecutions Services
<u>SALARY</u>	:	R173 703 per annum (Level 05) (Excluding Benefits)
<u>CENTRE</u>	:	DDPP: Bisho
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Sound planning and organizing skills. Good administrative skills.
<u>DUTIES</u>	:	Provide registry counter service. Handle incoming and outgoing correspondence. Render an effective record management service. Operate office machines in relation to registry functions. Process documents for archiving and/or disposal.
<u>ENQUIRIES</u>	:	Viola Alexander Tel No: (040) 608 6800
<u>APPLICATIONS</u>	:	e-mail Recruit2021100@npa.gov.za
<u>POST 04/80</u>	:	<u>MESSENGER DRIVER REF NO: RECRUIT 2021/106</u> National Prosecutions Service
<u>SALARY</u>	:	R145 281.per annum (Level 04) (Excluding Benefits)
<u>CENTRE</u>	:	DPP: Grahamstown
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. Knowledge of Registry procedures. Able to work extended hours. Reliable. Excellent communication skills. Able to work under pressure. Valid driver's license.
<u>DUTIES</u>	:	Maintain an effective and efficient messenger service. Delivery and collection of documents in and around the DPP office. Delivery and collection of mail at the post office. Open and register parcels and mail. Collect, record and distribute correspondence using the approved file plan for the office.
<u>ENQUIRIES</u>	:	Mzikayise Toni Tel No: (046) 602 3000
<u>APPLICATIONS</u>	:	e mail Recruit2021106@npa.gov.za

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195(1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration. Women and People with Disabilities are encouraged to apply



- APPLICATIONS** : **Bloemfontein:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein street, Bloemfontein, 9301.
Northern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag x5043, Kimberley, 8300 or hand deliver application to the High Court, Sol Plaatje Drive, Room B107, Kimberley
North West: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735 or hand deliver applications to 22 Molopo Road, Ayob Gardens, Mafikeng.
 19 February 2021
- CLOSING DATE** : 19 February 2021
- NOTE** : Note: Shortlisted candidates must be willing to undergo normal vetting and verification processes. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed; certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax or email, will NOT be considered or accepted.

OTHER POSTS

- POST 04/81** : **LAW RESEARCHER REF NO: 2021/11/OCJ**
 (Three-Year Contract)
- SALARY** : R376 596 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Supreme Court Of Appeal: Bloemfontein
- REQUIREMENTS** : An LLB Degree or a minimum of four (4) years' recognized legal qualification. One (1) years' relevant legal experience. Sound Knowledge of domestic and

		international legal database. Library and book-based research knowledge. Minimum of 1-year relevant legal experience. A valid driver's licence will be an added advantage. Skills and Competencies: Excellent research and analytical skills. Report writing and editing skills. Excellent communication skills (written and verbal). Understanding of the Constitution and relevant legislation. Computer literacy (MS Word). Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat). Planning and Organising. Ability to integrate knowledge from diverse sources. Accuracy and attention to detail. Interpersonal skills. Problems solving skills. Ability to work under pressure. Ability to work independently.
<u>DUTIES</u>	:	Conduct legal research as required by the Judges and other personnel of the Court. Perform proofreading functions, drafting of speeches, conference notes and legal articles. Monitoring and bringing to the attention of judges of the court recent developments in case law and jurisprudence. Checking judgements for style and accuracy in citations. Perform quasi-judicial functions. Attend to additional duties as assigned.
<u>ENQUIRIES</u>	:	Ms M Luthuli Tel No: (051) 406 8191
<u>POST 04/82</u>	:	<u>REGISTRAR REF NO: 2021/12/OCJ</u>
<u>SALARY</u>	:	R257 073 per annum. (MR3-MR5) (Salary will be in accordance with Occupation Specific Dispensation determination. Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Northern Cape High Court: Kimberly
	:	An LLB Degree or a four (4) year legal qualification. A minimum of two (2) years' legal experience obtained after qualification. Superior Court or litigation experience will be an added advantage. Skills and Competencies: Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organizing and control. Problem solving and decision making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting of deadlines.
<u>DUTIES</u>	:	Co-ordination of Case Flow Management support process to the Judiciary and Prosecution. Manage the issuing of all processes. Initiating Court proceedings. Co-ordinate, interpreting services, appeals and reviews. Process unopposed divorces and the facilitation of Pre-Trial conferences. Quality checks on Criminal Record books. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. Provide practical training and assistance to the Registrars' Clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and legislation.
<u>ENQUIRIES</u>	:	Ms S Ruthven Tel No: (053) 807 2733
<u>POST 04/83</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 2021/14/OCJ</u>
<u>SALARY</u>	:	R257 508 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Free State High Court: Bloemfontein
	:	A National Diploma in Legal interpreting or equivalent qualification in the field of languages and a minimum of three (3) years practical experience in court interpreting or Grade 12 and ten years' practical experience in court interpreting. A valid driver's licence will be an added advantage. Skills and Competencies: Proficiency in English and Afrikaans and two or more of the following indigenous languages: Sesotho, Isizulu and Isiswati Knowledge of any foreign language will be an added advantage. Candidates will be required to undergo Oral and written languages proficiency testing.
<u>DUTIES</u>	:	Render interpreting services in Criminal Court, Civil Court, Labour and Quasi-judicial proceedings. Render interpreting service during consultations. Translate legal documents and exhibits Assists with reconstruction of court records. Develop terminology and coin words. Control and supervision of interpreters. Perform specific line administrative support function to the Judiciary, Court Manager and Supervisor.
<u>ENQUIRIES</u>	:	Ms M Luthuli Tel No: (051) 406 8191

<u>POST 04/84</u>	:	<u>ADMINISTRATION CLERK (LEGAL) REF NO: 2021/13/OCJ</u>
<u>SALARY</u>	:	R173 703 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	North West Regional Court
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. An LLB Degree or an equivalent qualification will serve as an added advantage. Zero (0)-two (2) years' experience will serve as an added advantage. Skills and Competencies: Knowledge of Public Services Legislation, Prescripts and Regulations. Research skills. Communication skills (verbal and written). Minute taking skills. Decision making and time management skills. Good reporting skills. Creative and analytical thinking skills. Computer literacy. Financial, asset and supply chain management, understanding of facilities and security management, leadership capabilities.
<u>DUTIES</u>	:	Conduct Legal Research for the Regional Court President/Chief Magistrate. Provide Administrative functions to the Regional Court President/Chief Magistrate. Compilation of statistics. Case Flow management. Assisting Regional Court Registrar.
<u>ENQUIRIES</u>	:	Mr OPS Sebatso Tel No: (018) 397 7114/7064

DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

- APPLICATIONS** : Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria. Applicants may alternatively submit by email to recruitment@tourism.gov.za (Maximum size of 5 MB)
- CLOSING DATE** : 19 February 2021 at 16:30 (Late applications will not be considered)
- NOTE** : E-mailed applications must only include a completed and signed Z83 form which is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za, a CV, a copy of the Identity Document, a copy of the Senior Certificate and the highest required qualification as well as a copy of a driver's license where applicable. Attachments must be limited to 5 megabytes. Emails that do not comply with the above specifications will bounce back without reaching the department. Uncertified copies of qualifications, ID document and driver's license will be accepted when submitting your application, but shortlisted candidates must produce original/certified copies on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the candidate being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Shortlisted candidates may further be subject to a job related test.

MANAGEMENT ECHELON

- POST 04/85** : **DEPUTY DIRECTOR-GENERAL: CORPORATE MANAGEMENT REF NO: DT01/2021**
- SALARY** : R1 521 591 per annum (Level 15) (all-inclusive remuneration package consisting of a basic salary, the state's contribution to the Government Employees Pension fund and a flexible portion that may be structured.
- CENTRE** : Pretoria
- REQUIREMENTS** : A SAQA recognised NQF8 level qualification or higher plus proven strategic management and leadership skills, 8-10 years' experience at a senior managerial level; Experience and skills in public policy; Experience in the corporate service environment will be an added advantage; Strong strategic planning and leadership skills ; An understanding of the work of Government and relevant stakeholders ;An analytical thinker with a strong background in monitoring, turnaround strategies and change management (proven change management ability) ;Detail and goal-orientated ;Organisational design and development skills ;The ability to work with cross-functional projects/teams ;Good innovative, problem-solving and interpersonal skills ;Good report-writing skills ;A high level of computer literacy ;The ability to communicate effectively at all levels ;Good financial, human resource and project management skills ;A good understanding of the Public Service Regulatory Framework and willingness to travel locally. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.
- DUTIES** : As a member of the Department's Strategic Management team, the incumbent will report to the Director-General. He/she will: Be responsible for providing strategic and operational direction to the Branch ;Manage and coordinate strategic planning and monitoring ;Manage the strategic Information Communications Technology support services to the Department ;Provide strategic and efficient support with regard to management of Human Resource Management and Development, Labour Relations and Employee Wellness, and Facilities and Security Management ;Manage the provision of Legal and Tourism Consumer Protection services ;Lead in the development and review

		of departmental policies ;Ensure organisational compliance with relevant policies and prescripts ;Manage the Department's service delivery and transformation programmes ;Manage provision of office support, logistics and auxiliary services ;Ensure effective internal controls and risk management for the Department; Manage the budget and other resources of the Branch.
<u>ENQUIRIES</u>	:	Mr P Tshabane Tel No: (012) 444 6195 / Mr T Koena Tel No: (012) 444 6154
<u>POST 04/86</u>	:	<u>CHIEF DIRECTOR: LEGAL SERVICES REF NO: DT02/2021</u>
<u>SALARY</u>	:	R1 251 183 per annum (Level 14) (all-inclusive remuneration package consisting of a basic salary, the state's contribution to the Government Employees Pension fund and a flexible portion that may be structured.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A SAQA recognised undergraduate (NQF7) plus proven strategic management and leadership skills, minimum 5 years' experience in a Senior Management level; Proven extensive experience in the practice of law, either as a member of the Bar, an attorney or a legal advisor in a public service environment. Experience and skills in public policy; Strong strategic planning and leadership skills ; Good Legal drafting, dispute resolution and legal research skills; an understanding of the work of Government and relevant stakeholders; The ability to work with cross-functional projects/teams ;Good innovative, problem-solving and interpersonal skills ;Good report-writing skills ;A high level of computer literacy ;The ability to communicate effectively at all levels ;Good financial, human resource and project management skills ;A good understanding of the Public Service Regulatory Framework and willingness to travel. Knowledge of the Constitution, PFMA, Civil procedure. PAJA, PAIA, POPIA. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ .
<u>DUTIES</u>	:	As a member of the Department's Senior Management team, the incumbent will report to the Deputy Director-General: Corporate Management. He/she will be responsible for: Providing leadership and strategic direction to ensure efficient and effective provision of legal services, and management of staff and resources in the Chief Directorate; Manage the provision of legal advice and opinions in the department; Policy and legal development; Litigation management; Manage regulatory compliance; Drafting and processing of legislation, negotiating, drafting and vetting of contracts, international agreements and MOU's. Monitoring the implementation of new and existing legislation that has an impact on the mandate and the functioning of the Department.
<u>ENQUIRIES</u>	:	Mr P Tshabane Tel No: (012) 444 6195 / Mr T Koena Tel No: (012) 444 6154
<u>NOTE</u>	:	All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Some of the interviewed candidates will be subjected to a 2-day competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure. Employment Equity preference will be given to African Female and Coloured Female Candidates.

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE
NOTE

- : 19 February 2021
- : Interested applicants must submit their applications for employment to the e-mail address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV as well as copies of qualifications and Identity document (all documents must be submitted in one email in a PDF format. The attachment/s, may not exceed 10mb) Subject title on the email must clearly display the reference number of the post applied for. Applicants should forward applications to the correct email address of the post as wrong emailed applications will not be considered. No late applications will be accepted. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin. The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within two (2) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

OTHER POSTS

POST 04/87

- : **CHIEF ENGINEER (GRADE A): DAM SAFETY REGULATION REF NO: 190221/01**
Branch: Regulation

SALARY
CENTRE
REQUIREMENTS

- : R1 042 827 per annum (All-inclusive OSD package)
- : Pretoria (Head office)
- : An Engineering degree (B Eng / BSc (Eng) or relevant qualification in Civil Engineering. Six (6) years post qualification experience in the Water Engineering field. Compulsory registration with ECSA as a Professional Engineer (Attach proof of registration). A valid driver's license. (Attach a copy). Willingness to travel throughout South Africa for the execution of some of the duties. Extensive dam engineering experience related to design, flood hydrology, construction, management and safety of dams. Knowledge of the water sector and relevant legislation. Sound interpersonal, conflict resolution and leadership skills. Computer literacy and strong verbal and written communication skills.

DUTIES

- : Investigate, analyse and recommend classification of dams. Evaluate and investigate engineering aspects of license applications for the construction of new dams, alteration of existing dams, first filling and operational aspects of dams. Monitor the safety evaluation and investigation reports and carry out risk assessments. Follow up on dam safety betterment work with owners of dams. Develop/maintain guidelines and policies on dams with safety risk. Liaise with regional officials, dam owners, professional engineers and the public. Give presentations and advice on dam safety matters and legislation. Supervise and train Engineering Technicians as required. Generate reports and statistics to measure progress with the Dam Safety Programme.

ENQUIRIES

- : Mr WM Ramokopa Tel No: (082) 328 4189

<u>APPLICATIONS</u>	:	Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za
<u>FOR ATTENTION</u>	:	Ms. L Mabole
<u>POST 04/88</u>	:	<u>DEPUTY DIRECTOR: INTERNATIONAL RELATIONS (SHARED WATERCOURSES) REF NO: 190221/02</u> Branch: International Water Cooperation (IWC) Dir: Shared Watercourses (SWC)
<u>SALARY</u>	:	R869 007 per annum (Level 12) (all inclusive package)
<u>CENTRE</u>	:	Pretoria (Head office)
<u>REQUIREMENTS</u>	:	A Bachelor's Degree in Human Sciences. Three (3) to six (6) years management experience in International Relations/Bilateral Relations/Multilateral Relations. A valid driver's licence (Attach a copy). Knowledge and understanding of River Basin organisations work and Shared water courses in Africa and in the SADC Region, international politics, international relations and differences in multilateral and bilateral agreements. Knowledge and experience in Shared Water Courses, River Basin Organisations in Africa and the world. Developing of policies and its procedures. Knowledge and understanding of research and Public Finance Management Act (PFMA). Knowledge and experience of bilateral/multilateral management issues. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Governmental financial systems. Knowledge of learning and teaching procedures and techniques. Framework for managing performance information. Knowledge of implementing policies of PMDS. Problem solving and Analysis. People and Diversity Management. Client orientation and customer focus. Good Communication Skills. Accountability and Ethical Conduct. Ability to cope with long working hours and meet urgent deadlines. Willingness to travel locally and internationally.
<u>DUTIES</u>	:	Develop regional and international cooperation of bilateral/multilateral agreements. Provide advice on the impact of relevant programmes with reference to impact on Departmental priorities. Identify opportunities and manage strategic partnerships with local and international stakeholders. Coordinate the implementation of funded and strategic programmes and projects. Conduct research and report findings and recommendations that advances the objectives of the Department of Water & Sanitation (DWS). Provide relevant support to the DWS Principals on Water Management issues within the relevant Commissions and Committees. Write minutes and reports of the Commissions and Committee meetings. Provide protocol service for the local and international stakeholders. Strengthen relations with shared watercourses/riparian states in support of the SADC and African Agenda. Draft speeches, briefing notes, submissions, memorandums and reports on shared watercourses projects and programmes. Ensure proper management of Staff in the Shared Watercourses (SWC) Directorate.
<u>ENQUIRIES</u>	:	Ms D Mthembu Tel No: (012) 336 7118
<u>APPLICATIONS</u>	:	Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za
<u>FOR ATTENTION</u>	:	Ms. L Mabole
<u>POST 04/89</u>	:	<u>DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: 190221/03</u> Branch: NWRI Central Operations
<u>SALARY</u>	:	R733 257 per annum (Level 11) (All-inclusive salary package)
<u>CENTRE</u>	:	Central Operations (Pretoria)
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Labour Relations Management or Labour Law/ Law. Three (3) to five (5) years relevant management experience in Employee Relations, Dispute and Grievance Resolutions. PERSAL Introduction Certificate. A valid driver's license and willingness to travel extensively within Central Operations. Advanced analytical and problem solving skills. Knowledge of Employment legislation and the Public Service Regulatory Framework. Must be abreast of all Resolutions within the Public Service. Knowledge of the PFMA. Strong understanding of policy formulation, interpretation and implementation. Knowledge of Human Resource best practices. Ability to plan, organise and conduct research and analyse policies. Project Management skills. Knowledge of the Department restructuring

		imperatives. Computer Literacy with knowledge of MS Access and Project will be an added advantage. Dispute resolution and conflict management competencies. Strong investigation and report writing skills. Good communication skills (facilitation, negotiation, presentation, verbal and written). High sense of integrity and ethical conduct.
<u>DUTIES</u>	:	Develop departmental strategies and systems relating to dispute Resolution mechanisms, including policies, procedures and processes. Create and manage a case management database on all Labour related matters. Monitor and evaluate implementation and compliance with collective agreements, policies and legislation. Render advisory services to management and employees at all branches and divisions of the Department. Ensure uniform implementation of Employee Relations guidelines, policies and directives within the Department by providing Employee Relations training. Represent the Department at conciliation and arbitration proceedings. Facilitate the management of discipline and grievances in the Department. Initiate and chair disciplinary hearings. Conduct research and benchmarking initiatives for the best practices and align Employee Relations practices accordingly. Manage the finances, resources and staff within the sub-division. Facilitate Employee Relations workshops to all officials and managers within the cluster. Provide monthly statistical ER reports to the Manager: Corporate Services. Prepare and submit accurate FOSAD report as and when required.
<u>ENQUIRIES</u>	:	Mr PS Kunene Tel No: (012) 741 7336 or Tel No: (066) 124 5893.
<u>APPLICATIONS</u>	:	Central Operations (Pretoria): Please email your applications quoting the relevant reference number to DDER@dws.gov.za
<u>FOR ATTENTION</u>	:	Mr. KL Manganyi
<u>POST 04/90</u>	:	<u>ASSISTANT DIRECTOR: INSTITUTIONAL GOVERNANCE REF NO: 190221/04 (X2 POSTS)</u> Branch: Regulations
<u>SALARY</u>	:	R470 040 per annum (Level 10)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A National Diploma/Degree in Social Science or relevant qualification. Three (3) to five (5) years' experience governance and regulatory environment. Knowledge of institutional establishment related legislation, policies and procedures. Knowledge of Public Finance Management Act (PFMA), Water Services Act, King III Code on Corporate Governance, National Treasury Regulations. Knowledge of Education and training quality assurance processes and procedures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative procedures and systems. Knowledge of Departmental policies and procedures, governmental financial systems. Programme and project management. Problem solving and analysis.
<u>DUTIES</u>	:	The provision of assistance in the development and implementation of the policies, strategies and procedures for the establishment and governance of water management institutions, water boards and other institutions. The compliance and monitoring of entities in relation to governance as contained in statutory requirements. Monitoring of performance against business plan and shareholders compact of water management institutions and water boards, WRC and TCTA. Facilitate the appointment, establishment and disestablishment of water sector entities. Provide inputs for the Directorate budget, strategic and business plan.
<u>ENQUIRIES</u>	:	Ms N Ingwane Tel No: (012) 336 8725
<u>APPLICATIONS</u>	:	Head Office (Pretoria): Please email your applications quoting the relevant reference number to recruitment@dws.gov.za .
<u>FOR ATTENTION</u>	:	Ms. L Mabole
<u>POST 04/91</u>	:	<u>ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION REF NO: 190221/05</u> Branch: Chief Operations Office: Gauteng
<u>SALARY</u>	:	R402 045 per annum (OSD)
<u>CENTRE</u>	:	Gauteng Provincial Office
<u>REQUIREMENTS</u>	:	A relevant Honours degree in Environmental or related fields. Experience in Integrated Water Resource Management and Water Resource Protection will be an added advantage. A valid driver's license (Attach a copy). Ability to work flexibly on a range of assignments, and adjust to and prioritize a variety of

		complex evolving tasks. Strong interpersonal skills and ability to develop effective relations within and outside the DWS. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corporate Governance and stakeholder engagement.
<u>DUTIES</u>	:	Processing of Water use license applications in the Vaal Water Management Area. Provide comments on environmental impact assessment, environmental program reports and development applications in the Vaal Water Management area. Liaise with stakeholders in the water sector and other government departments. Serve on various committees. Conduct regular compliance monitoring at mines, industries, and local authorities etc. Undertake water resource monitoring and special investigation. Manage water quality in the designated catchments areas. Prepare reports and interpret water quality monitoring results. Processing of Water use license applications in the Vaal Water Management Area.
<u>ENQUIRIES</u>	:	Mrs F Mamabolo Tel No: (012) 392 1361
<u>APPLICATIONS</u>	:	Gauteng Provincial Office Please email your applications quoting the relevant reference number to GPREcruitment@dws.gov.za
<u>FOR ATTENTION</u>	:	Mr D Masoga
<u>POST 04/92</u>	:	<u>REGULATORY INSPECTOR REF NO: 190221/06 (X2 POSTS)</u> Branch: Regulation
<u>SALARY</u>	:	R316 791 per annum, (Level 08)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Public Administration, Environmental Sciences, Natural Science, Policing or equivalent qualification. A minimum of three (3) years' experience in Integrated Water Resource Management and Compliance and Enforcement. A valid driver's license (Attach a copy) and willingness to travel extensively. Knowledge of National Water Act, Water Services Act, National Environmental Management Act Knowledge of Criminal procedure Act, Promotion of Access to Information Act (PAIA), Promotion of Administrative Justice Act (PAJA) and other relevant legislation. Good understanding of Public Service Act and Regulations, Public Finance Management Act. Knowledge of project management. Computer literacy. Knowledge and understanding of administrative procedures and systems. Good understanding of departmental policies and procedures. Committed to high level of quality control. Knowledge of good governance requirements and practices. Maintain stakeholder relations and participation. Time management, problem solving, analysis, people and diversity management. Client orientation, and be customer focused. Accountability and ethical conduct. Good communication skills both written and verbal.
<u>DUTIES</u>	:	Conduct investigations, ensure compliance to the National Water Act and other related legislation. Evidence collection and willingness to testify in court, management of cases. Compilation of investigation reports and appropriate recommendations. Open criminal cases and support the process. Provide support to Regional offices and Water Management Institutions. Manage and maintain the database of all complaints and cases investigated. Participate in environmental crime forums. Plan and participate in joint operation with other governmental Departments. Support administrative enforcement and civil actions. Liaise with Legal Services pertaining legal opinions, legal documents and case processing. Advice pertaining to case and investigation interpretation. Communicate with various stakeholders. Request as required additional evidence as appropriate to the case.
<u>ENQUIRIES</u>	:	Mr. P Shibambo Tel No: (012) 336 6504
<u>APPLICATIONS</u>	:	Head Office (Pretoria): Please email your applications quoting the relevant reference number to recruitment@dws.gov.za
<u>FOR ATTENTION</u>	:	Ms. L Mabole

<u>POST 04/93</u>	:	<u>SUPPLY CHAIN CLERK SUPERVISOR REF NO: 190221/07</u> Branch: NWRI Eastern Operations
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Midmar Dam, Howick
<u>REQUIREMENTS</u>	:	A Senior / Grade 12 Certificate. Three (3) to five (5) years relevant experience. Knowledge of Supply Chain functions, practices and policies governing the public sector. The ability to collect, collate, capture and analyse data. Knowledge of work procedures in terms of the working and supply chain environment. Working knowledge and understanding of legislation governing the public service. Flexibility, and ability to work in a Team. Problem solving and analytical skills. People and Diversity Management. Client Orientation and Customer Focus. Good communication skills both verbal and written. Minute taking skills. Accountability and Ethical Conduct. Strong supervisory skills. Working knowledge of SAP MM. Assess SCM audit and compliance readiness.
<u>DUTIES</u>	:	Render demand, acquisition, contract and logistical support. Monitor, manage and report on contractor performance. Update and maintain contracts register. Register suppliers on SAP system. Provide secretariat functions to Bid Committees. Render logistical support services. Service internal and external stakeholders. Maintain all SCM lease and related registers. Supervise staff and perform training and assessments.
<u>ENQUIRIES</u>	:	Mr N Singh Tel No: (033) 239 1900
<u>APPLICATIONS</u>	:	Eastern Operations: Please email your application quoting the relevant reference number to EopsRecruitment1@dws.gov.za
<u>FOR ATTENTION</u>	:	Ms T Sindane
<u>POST 04/94</u>	:	<u>TRADESMAN AID REF NO: 190221/08</u> Branch: Planning and Information
<u>SALARY</u>	:	R122 595 per annum, (level 03)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	An ABET certificate. Ability to read and write. One (1) to two (2) years' experience. A valid driver's license. (Attach a copy). Computer literacy skills will be an added advantage. Basic knowledge of simple and routine tasks on fitting, plumbing, electrical, building and mechanical will be an added advantage. Ability to work in a team and independently. Person must be in good physical condition to perform manual labour and be willing to travel Basic disciplinary knowledge in Occupational Health and Safety and Public administration. Good verbal and written communication skills.
<u>DUTIES</u>	:	Assist in cleaning and ensuring that all hydrological instruments are properly packed in the workshop. Carry tools, equipment, spares and material which are required to perform duties. Assist in general maintenance of the hydrological stations. Assist in the maintenance and repair of Hydrological equipment. Assist in the testing of new instrumentation on the Tender. Assist in data collection and surveying of hydrological gauging stations. Provide support services to the supervisor.
<u>ENQUIRIES</u>	:	Ms M Rasebechele Tel No: (012) 336 6537
<u>APPLICATIONS</u>	:	Head Office (Pretoria): Please email your application quoting the relevant reference number to recruitment@dws.gov.za .
<u>FOR ATTENTION</u>	:	Ms. L Mabile

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

<u>POST 04/95</u>	:	<u>HEAD CLINICAL UNIT GRADE 1</u> Directorate: Integrated Clinical Dentistry
<u>SALARY</u>	:	R1 728 807 – R1 834 890 per annum (all inclusive)
<u>CENTRE</u>	:	SMU Oral Health Centre
<u>REQUIREMENTS</u>	:	Current registration with HPCSA, as a Specialist with MDent degree in Prosthodontics and a minimum of 3 years' appropriate experience as Dental Specialist in Prosthodontics after registration with the HPCSA. Proven work experience in teaching and training of undergraduate and postgraduate (MDent and other master's students) students, particular in Integrated Training of Dental students in Clinical and Theoretical Subjects. Working experience in Integrated Curriculum Development, Curriculum Assessment Curriculum Monitoring and Evaluation. Experience in Academic, Clinical Administration and Management at Senior Managerial Level. Experience in Research including publications atleast has published 5 articles in Peer Review DHET Accredited Journals. Presentation of Papers /Abstracts at Conferences. At least presented 2 papers international/Local Conferences.
<u>DUTIES</u>	:	Co-coordinating, managing, monitoring and participating in the teaching of Integrated Clinical Dentistry for final year students. Management and Administration within the school of Oral Health Sciences and SMU Oral Health Centre. Patient management. Research.
<u>ENQUIRIES</u>	:	Prof SJH Hendricks Tel No: (012) 521 4800
<u>APPLICATIONS</u>	:	Quote the relevant post number. Direct applications must be delivered to SMU SOHS Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag X848, Pretoria, 0001. The Institution reserves the right to not to make any appointment. Persons with disabilities are encouraged to apply.
<u>FOR ATTENTION</u>	:	Ms Pretty Rangoato
<u>NOTE</u>	:	Kindly attach certified copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encouraged to apply. Note: Additional, the level of the university academic appointment/position will be determined on an individual basis applicable to University criteria.
<u>CLOSING DATE</u>	:	19 February 2021
<u>POST 04/96</u>	:	<u>MEDICAL SPECIALIST – GRADE 1 REF NO: EHD2021/02/01 (X1 POST)</u> Directorate: Mental Health Re-Advertisement
<u>SALARY</u>	:	Grade 1: R1 106 040 - R1 173 900 per annum (all-inclusive remuneration package)
<u>CENTRE</u>	:	Ekurhuleni District Health
<u>REQUIREMENTS</u>	:	MBBCh / MBChB plus FC Psych or MMed (Psychiatry). Registration with HPCSA as medical specialist and proof of current registration. Appropriate experience in Clinical Psychiatry and Mental Health. Grade 1: Less than 5 year appropriate experience as a medical Specialist after registration with the HPCSA as Medical specialist in a normal Speciality. Driver's License is essential.
<u>DUTIES</u>	:	Management of services within the Mental Health Unit both clinical and administrative. Provide effective and efficient outpatient mental health care in the District including assessment, treatment and monitoring of psychiatric patients. Development and implementation of evidence-based clinical protocols and guidelines. Partake in clinical audits. Implement and monitor

adherence to national core standard (norms and standards). Rendering of afterhours services including weekends (commuted overtime). Provide outreach to facilities/services in the catchment area including, but not restricted, to participation in the multidisciplinary team discussions of patients in surrounding hospitals' psychiatric wards and provision of mental health care and support to patients in those wards. Completion of relevant medico-legal documents timeously and reduce medical litigation by exercising good clinical ethos. Liaise with referral centers for patients who need further care and investigations. Training of undergraduate students and other health care professionals. Supervision and training of Psychiatric registrars and medical officers. Represent the University of Wits' Department of Psychiatry in hospital and university committees. Initiate own research and supervision of postgraduate research. Assist the Ekurhuleni Mental Health Care Unit address issues of equity and quality of services in previously disadvantaged areas. Assist the Ekurhuleni Mental Health Care Unit participate in the development of a comprehensive mental health service at all levels of care in the District so as to ensure that mental health services are available and accessible to the community as close to their homes as possible. Adopt and implement the principles of Batho Pele.

**ENQUIRIES
APPLICATIONS**

: Dr K.S Maaroganye Tel No: (011) 876 1717/063 607 3796
: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE

: Applicants who previously applied are advised to re-apply as their previous applications will not be considered. No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE

: 19 February 2021

POST 04/97

: **MEDICAL SPECIALIST GRADE 1 – GRADE 3 REF NO: EHD2021/02/02 (X1 POST)**
Directorate: Family Medicine
Re-Advertisement

SALARY

: Grade 1: R1 106 040 - R1 173 900 per annum (all-inclusive remuneration package)

**CENTRE
REQUIREMENTS**

: Ekurhuleni Health District
: Appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA) as a Family Physician (medical specialist). Grade 1 less than 5 year appropriate experience as a medical Specialist after registration with the HPCSA as Medical specialist in a normal Speciality. Current proof of registration with the HPCSA as a medical practitioner. Postgraduate degree in family medicine (MMed. fammed). Basic medical degree (MBChB or equivalent). Teaching experience. Experience in health management, transformation and willingness to make a difference in the district health services. Joint appointment with department of Family Medicine University of the Witwatersrand (Wits) as a lecturer. Driver's License is essential. Recommendations: Experience in district health service and general medical/family practice, PHC, HAST, EBM and current protocols. Clinical skills in terms of consultation, history taking, examination, clinical assessment, management procedures. Professional attitude, communication skills, ethics in relation to patients/families/community, referrals, consent for treatment, management, team work ability, medical records keeping. Willingness to

	work/participate in outreach programmes in any PHC facility in the district service.
<u>DUTIES</u>	: Facilitate and support the provision of primary health care services in the district including clinics, Community health centres and district hospitals as part of DHS. Improve clinical quality of PHC services through direct patient care, mentoring and supervising health care professionals through integrated programmes. Participate in 24hour PHC services including Medico-legal and EMS. Improve clinical skills, protocols & guidelines usage and referrals in accordance with National and Provincial strategy. Support the development of the clinical department of family medicine and participate in academic teaching and learning in family medicine and PHC in the district. Support the provision of CPD/CME activities for medical officers, nurses, interns and community service doctors in the district. Support/participate in the development of district research projects.
<u>ENQUIRIES</u>	: Dr S Agbo. Tel No: (011) 878 8548 / Cell: 079 877 4845
<u>APPLICATIONS</u>	: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
<u>NOTE</u>	: Applicants who previously applied are advised to re-apply as their previous applications will not be considered. No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	: 19 February 2021
<u>POST 04/98</u>	: <u>MEDICAL OFFICER GRADE 1- GRADE 3 REF NO: EHD2021/02/03 (X2 POSTS)</u> Directorate: Mental Health Re-Advertisement
<u>SALARY</u>	: Grade 1: R821 205 - R884 670 per annum (All inclusive remunerative package) Grade 2: R938 964 - R1 026 693 per annum (All inclusive remunerative package) Grade 3: R1 089 693 - R1 362 366 per annum (All inclusive remunerative package)
<u>CENTRE</u>	: Ekurhulenu Health District
<u>REQUIREMENTS</u>	: Basic medical degree (MBBCH or equivalent) and currently registered with the Health Professionals Council of South Africa (HPCSA) as a Medical practitioner. Post graduate diploma/degree in Mental Health/Psychiatry or relevant additional experience working in Mental Health /Psychiatry will be an advantage. Grade1: Less than 5 years appropriate experience as a Medical Officer after registration with HPCSA. Grade 2: A minimum of 5 years appropriate experience as a Medical Officer after registration with HPCSA. Grade 3: A minimum of 10 years appropriate experience as a Medical Officer after registration with HPCSA. Driver's License is essential. Recommendations: Experience working in district health services (including in clinics). Experience in general medical practice, mental health care, PHC, HAST, EBM and use of current clinical protocols. Requisite clinical skills include consultation, history taking, examination, clinical assessment, management procedures and ensuring continuity of patient care. Good professional attitude/conduct, good communication skills, good professional ethics, team work ability, good medical records keeping. Willingness to work/participate in outreach programmes in any PHC facility in the district service. Competency Profile: Appropriate treatment of mental health conditions to prevent relapse. Ability to refer patients, make recommendations, provide

		advice and deliver information in the form of reports to all disciplines in the district mental health team. Ensuring proper referrals between hospitals and clinic and completion of correct referral documents from community to hospital. Following correct procedures for the down referrals of clients. Ability to manage a multidisciplinary team and work together with nurses, psychologists, occupational therapists and social workers for optimal patients management.
<u>DUTIES</u>	:	Support the provision of PHC services in the Community Health Centers, clinics and District hospitals within the district health services (DHS) by providing optimal mental health care, mentoring and supervision of health care professionals through integrated approach programmes. Participate in 24hour PHC services including Medico-legal and EMS. Use protocols and guidelines in patient management and ensure appropriate referrals services in accordance with national and provincial strategies. Give caregivers skills to manage patients optimally. Assist the facility in ensuring that it has adequate and correct medication for service users. Support the development of the Mental Health/Psychiatry in the district and participate in academic teaching and learning Mental Health, Family medicine & PHC units in the district. Support the training and the CPD/CME activities for nurses, intern and community services doctors in the district. Support/participate in the development of district research projects. Perform any other duties delegated by Supervisor/Manager.
<u>ENQUIRIES</u>	:	Dr K Maaroganye Tel No: (011) 876 1717
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
<u>NOTE</u>	:	Applicants who previously applied are advised to re-apply as their previous applications will not be considered. No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	19 February 2021
<u>POST 04/99</u>	:	<u>ASSISTANT DIRECTOR THERAPEUTIC, DIAGNOSTIC AND OTHER RELATED ALLIED HEALTH PROFESSIONALS GRADE 1 REF NO: EHD2021/02/04 (X1 POST)</u> Directorate: Rehabilitation
<u>SALARY</u>	:	R517 326 – R574 158 per annum
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENTS</u>	:	A bachelor's degree or equivalent qualification in Speech and Audiology, Speech Therapy, Optometry, Physiotherapy, Occupational Therapy, Podiatry. Appropriate Qualification/BSc. degree in Occupational Therapy, Podiatry, Optometry, Physiotherapy, Speech Therapy or Audiology / both (dual) which allows you to register with HPCSA or relevant professional body. Approximately 8 years' experience as independent practitioner of which 5 years must be appropriate experience in management (Chief/ Therapeutic Coordinator). Good communication, report writing and problem-solving skills. Valid registration with HPCSA or relevant professional body. Knowledge in the relevant policies, protocols and guidelines. Relevant experience in management and Primary Health Care services. Valid driver's license is essential. Must possess ability to work under pressure. Computer literacy (power point and Microsoft excel). Must be proactive, innovative and independent leader. Driver's License is essential.
<u>DUTIES</u>	:	Provide leadership at Ekurhuleni Health District and management of Allied Rehabilitation Services. Give input and ensure adherence to District, provincial

and national legislation. Implement and contribute to the proper utilization of allocated financial and physical resources. Submission of weekly, monthly, quarterly and annual Rehab reports, stats and other administrative duties to District and Provincial managers for Rehab services. Establish good working relationship with other stakeholders within the District E.g. Mental Health, NGO's, Organisation for People with Disability, etc. Coordinate and ensure health promotion, prevention and community intervention activities are rendered in the District. Ensure continuous professional development activities. Implement quality assurance policies and develop appropriate quality improvement plan for the rehab unit. Attend all relevant meetings at District and Provincial levels. Provide support to the Sub District Rehab services.

**ENQUIRIES
APPLICATIONS**

: Dr M.E Tipoy Tel No: (011) 876 1802
: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE

: No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE

: 19 February 2021

POST 04/100

: **PROFESSIONAL NURSE (ADVANCED MIDWIFERY AND NEONATAL)**
REF NO: EHD2021/02/05

Directorate: Primary Health Care

SALARY

: Grade 1: R383 226 – R444 276 per annum (plus benefits)
: Grade 2: R471 333 - R579 696 per annum (plus benefits)

**CENTRE
REQUIREMENTS**

: Ekurhuleni Health District (NSDR)
: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Advanced Midwifery and Neonatology). **Grade 1:** less than 09 years relevant experience as a Specialty Nursing after registration with SANC. **Grade 2:** At least 10 years but less than 19 years relevant experience as a Professional Nurse after registration with SANC.

DUTIES

: Provision of optimal holistic specialized nursing/clinical care with set standards and within a professional/legal frame work. Effective utilization of human, material and service resources. Participation in training and research. Maintain professional growth/ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Promote quality of nursing care as directed by the core standards. Knowledge of all relevant mother and child policies, guidelines and protocols. Perform any other duties delegated by Supervisor.

**ENQUIRIES
APPLICATIONS**

: Ms E. Mashigo Tel No: (011) 876 1815
: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE

: No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current

registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

<u>CLOSING DATE</u>	:	19 February 2021
<u>POST 04/101</u>	:	<u>PROFESSIONAL NURSE (ADVANCED MIDWIFERY AND NEONATAL)</u> <u>REF NO: EHD2021/02/06</u> Directorate: Primary Health Care
<u>SALARY</u>	:	Grade 1: R383 226 – R444 276 per annum (plus benefits) Grade 2: R471 333 - R579 696 per annum (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District (ESDR)
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Advanced Midwifery and Neonatology Grade 1: less than 09 years relevant experience as a Specialty Nursing after registration with SANC. Grade 2: At least 10 years but less than 19 years relevant experience as a Professional Nurse after registration with SANC.
<u>DUTIES</u>	:	Provision of optimal holistic specialized nursing/clinical care with set standards and within a professional/legal frame work. Effective utilization of human, material and service resources. Participation in training and research. Maintain professional growth/ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Promote quality of nursing care as directed by the core standards. Knowledge of all relevant mother and child policies, guidelines and protocols. Perform any other duties delegated by Supervisor.
<u>ENQUIRIES</u>	:	Ms E. Mashigo Tel No: (011) 876 1815
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	19 February 2021
<u>POST 04/102</u>	:	<u>PROFESSIONAL NURSE (ADVANCED MIDWIFERY AND NEONATAL)</u> <u>REF NO: EHD2021/02/07</u> Directorate: Primary Health Care
<u>SALARY</u>	:	Grade 1: R383 226 – R444 276 per annum (plus benefits) Grade 2: R471 333 - R579 696 per annum (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni health district (SSDR)

<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Advanced Midwifery and Neonatology Grade 1: less than 09 years relevant experience as a Specialty Nursing after registration with SANC. Grade 2: At least 10 years but less than 19 years relevant experience as a Professional Nurse after registration with SANC.
<u>DUTIES</u>	:	Provision of optimal holistic specialized nursing/clinical care with set standards and within a professional/legal frame work. Effective utilization of human, material and service resources. Participation in training and research. Maintain professional growth/ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Promote quality of nursing care as directed by the core standards. Knowledge of all relevant mother and child policies, guidelines and protocols. Perform any other duties delegated by Supervisor.
<u>ENQUIRIES</u>	:	Ms E. Mashigo Tel No: (011) 876 1815
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration
<u>CLOSING DATE</u>	:	19 February 2021
<u>POST 04/103</u>	:	<u>PROFESSIONAL NURSE (SPECIALITY NURSING) PAEDIATRICS REF NO: REFS / 007513 (X1 POST)</u> Directorate: Human Resource Management
<u>SALARY</u>	:	Grade 1: R383 226 – R444 276 per annum (plus benefits) Grade 2: R471 333 - R579 696 per annum (plus benefits)
<u>CENTRE</u>	:	Sebokeng Hospital
<u>REQUIREMENTS</u>	:	Basic R425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. Registration with SANC as Professional Nurse and proof of current registration. A post basic nursing qualification with duration of at least 1 year, accredited with the SANC as a specialty in Paediatric. A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Less 1 year form experience for candidates appointed from outside the Public Service after complying with registration requirements.
<u>DUTIES</u>	:	Provision of quality clinical nursing care in area of specialty within legal and ethical framework. Implement cost-containment measures to ensure efficient utilization of human material and financial resources.
<u>ENQUIRIES</u>	:	Deputy Director S.J.K. Sejeng Tel No: (016) 930 3302
<u>APPLICATIONS</u>	:	Applications should be posted to Sebokeng Hospital, Private Bag X058, Vanderbijlpark, 1900.or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng. Online applications cannot be accommodated due to system challenges.
<u>NOTE</u>	:	Applications must be submitted on Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za . The completed documents and signed form should be accompanied by a recent updated CV as well as certified copies of all qualifications and ID document (no copies of certified

copies allowed. Certification should not be more than 6 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. NB People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.

<u>CLOSING DATE</u>	:	19 February 2021
<u>POST 04/104</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (ADVANCED MIDWIFERY) REF NO: PWH/PNS/03/21</u> Directorate: Nursing Department
<u>SALARY</u>	:	R383 226 – R444 276 per annum (plus benefits)
<u>CENTRE</u>	:	Pretoria West District Hospital
<u>REQUIREMENTS</u>	:	Grade 12 with basic R425 (diploma/degree in nursing) accredited with SANC in terms of Government Notice 425 or equivalent qualification that allows registration with SANC as Professional Nurse. Post Basic Nursing Qualification (Advanced Midwifery and Neonatal Nursing Science) accredited with SANC in terms of Notice no: 212, with proof of current registration. A minimum of four (4) years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC. At least one (1) year of the four (4) years must be experience in Maternity Unit. Must be willing to work shifts (Day and night). Competencies: Understanding of performance management development system and training, Quality Assurance and management of workplace discipline. Ensuring that Batho Pele Principles are adhered to. Good verbal and written communication skills.
<u>DUTIES</u>	:	Provide optimal and holistic specialized nursing care in accordance with the set standards and professional /legal framework. Execute duties and functions of an advanced midwife with proficiency in support of the aims and strategic objectives of the institution and within the prescripts of all applicable legislation. Maintain clinical competence and uphold principles of nursing care within the legal requirements. Participate in institutional and cluster perinatal morbidity and mortality meetings. Provide holistic nursing care to patients in an obstetric unit in a cost effective, efficient and equitable manner. Lead a team of midwives and ensure ongoing education and staff training in PMTCT, BFHI, ESME, etc. Maintain accurate and complete patient records. Ability to work independently in all sections of the unit. Ensure implementation of maternity and neonatal guidelines and protocols. Participate in the implementation of priority programs and strategies to reduce morbidity and mortality rates. Ensure and oversee the effective utilization of resources. Ensure the implementation of the National Regulated norms and standards and Batho Pele principles. Act as shift leader in the unit in absence of the unit manager and ensure compliance to professional and ethical practice. Demonstrate effective communication with patients, supervisors and other clinicians, including report. Participate in training, research, supervision and management of students and junior nurses.
<u>ENQUIRIES</u>	:	Ms. NL Madiba Tel No: (012) 380 1206
<u>APPLICATIONS</u>	:	All Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.
<u>NOTE</u>	:	Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent CV specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General information: If any discrepancies found, services will be terminated with immediate effect.
<u>CLOSING DATE</u>	:	19 February 2021
<u>POST 04/105</u>	:	<u>CLINICAL NURSE PRACTITIONER (PHC) REF NO: EHD2021/02/08</u> Directorate: Primary Health Care
<u>SALARY</u>	:	Grade 1: R383 226 – R444 276 per annum (plus benefits) Grade 2: R471 333 - R579 696 per annum (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District (NSDR)

<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Clinical Nursing Science, Health Assessment, Treatment and Care). Grade 1: less than 09 years relevant experience as a Clinical Nurse Practitioner after registration with SANC. Grade 2: At least 10 years but less than 19 year's relevant experience as a Clinical Nurse Practitioner after registration with SANC.
<u>DUTIES</u>	:	Provision of optimal holistic specialized nursing/clinical care with set standards and within a professional/legal frame work. Effective utilization of human, material and service resources. Participation in training and research. Maintain professional growth/ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Promote quality of nursing care as directed by the core standards.
<u>ENQUIRIES</u>	:	Ms E. Mashigo Tel No: (011) 876 - 1814
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	19 February 2021
<u>POST 04/106</u>	:	<u>CLINICAL NURSE PRACTITIONER (PHC) REF NO: EHD2021/02/09</u> Directorate: Primary Health Care
<u>SALARY</u>	:	Grade 1: R383 226 – R444 276 per annum (plus benefits) Grade 2: R471 333 - R579 696 per annum (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District (ESDR)
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Clinical Nursing Science, Health Assessment, Treatment and Care). Grade 1: less than 09 years relevant experience as a Clinical Nurse Practitioner after registration with SANC. Grade 2: At least 10 years but less than 19 year's relevant experience as a Clinical Nurse Practitioner after registration with SANC.
<u>DUTIES</u>	:	Provision of optimal holistic specialized nursing/clinical care with set standards and within a professional/legal frame work. Effective utilization of human, material and service resources. Participation in training and research. Maintain professional growth/ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Promote quality of nursing care as directed by the core standards.
<u>ENQUIRIES</u>	:	Ms E. Mashigo Tel No: (011) 876 - 1814
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached is

certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

<u>CLOSING DATE</u>	:	19 February 2021
<u>POST 04/107</u>	:	<u>CLINICAL NURSE PRACTITIONER (PHC) REF NO: EHD2021/02/10</u> Directorate: Primary Health Care
<u>SALARY</u>	:	Grade 1: R383 226 – R444 276 per annum (plus benefits) Grade 2: R471 333 - R579 696 per annum (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District (SSDR)
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Clinical Nursing Science, Health Assessment, Treatment and Care). Grade 1: less than 09 years relevant experience as a Clinical Nurse Practitioner after registration with SANC. Grade 2: At least 10 years but less than 19 year's relevant experience as a Clinical Nurse Practitioner after registration with SANC.
<u>DUTIES</u>	:	Provision of optimal holistic specialized nursing/clinical care with set standards and within a professional/legal frame work. Effective utilization of human, material and service resources. Participation in training and research. Maintain professional growth/ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Promote quality of nursing care as directed by the core standards.
<u>ENQUIRIES</u>	:	Ms E. Mashigo Tel No: (011) 876 - 1814
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	19 February 2021
<u>POST 04/108</u>	:	<u>PROFESSIONAL NURSE (PSYCHIATRY NURSING) REF NO: EHD2021/02/11</u> Directorate: Mental Health Re-advertisement
<u>SALARY</u>	:	Grade 1: R383 226 – R444 276 per annum (plus benefits) Grade 2: R471 333 - R579 696 per annum (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District

<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 Diploma/Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Post- Basic Psychiatry Nursing Science). Grade 1: less than 09 years relevant experience as a Specialty Nursing after registration with SANC. Grade 2: At least 10 years but less than 19 years relevant experience as a as a Specialty Nursing after registration with SANC. Driver's License is essential.
<u>DUTIES</u>	:	Provision of optimal holistic specialized nursing/clinical care with set standards and within a professional/legal frame work. Effective utilization of human, material and service resources. Participation in training and research. Maintain professional growth/ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Promote quality of nursing care as directed by the core standards. Knowledge of all relevant mother and child policies, guidelines and protocols. Perform any other duties delegated by Supervisor.
<u>ENQUIRIES</u>	:	Ms J. Jallal Tel No: (011) 876 1717
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
<u>NOTE</u>	:	Applicants who previously applied are advised to re-apply as their previous applications will not be considered. No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	19 February 2021
<u>POST 04/109</u>	:	<u>LECTURER PND 1/2 PROFESSIONAL NURSE – SIMULATION AND SKILLS LABORATORY REF NO: L/S/S/02/2021 (X1 POST)</u> Directorate: Nursing Education and Training
<u>SALARY</u>	:	PND1: R383 226 per annum (plus benefits) PND2: R471 333 per annum (plus benefits)
<u>CENTRE</u>	:	Rahima Moosa Campus
<u>REQUIREMENTS</u>	:	PND1 minimum of 4 years appropriate/ recognizable Nursing experience after being registered as a Professional Nurse. PND2 minimum of 14 years appropriate/ recognizable nursing experience after registration as a Professional Nurse, at least 10 years of the period must be appropriate experience in Nursing Education. Have the following qualifications: Grade 12, Diploma or degree in General Nursing and Midwifery or R.425; Degree in Nursing Education and Nursing Administration; Diploma in Critical Care OR Operating Theatre OR Trauma and Emergency. Have a minimum of 2 years appropriate clinical experience in one of the clinical specialities. Clinical teaching or Nursing Education experience will be an added advantage. Registered with the SANC. Have proof of Computer literacy (Word, PowerPoint, Excel). Have a code 8 Drivers' License. Excellent communication skills. Excellent mechanical/technical skills to competently maintain and use equipment in a simulation and skills laboratory. Familiarity with physiological monitoring systems, infant incubators, ventilators, and other common medical device systems.
<u>DUTIES</u>	:	Oversee the functioning and scheduling of the Skills Labs and the High-Tech Simulation Lab. Collaborate with lecturers to provide for consistent and relevant student learning experiences to meet their programme and clinical objectives. Design, develop, implement and evaluate scenarios, simulated

learning activities and educational material for all programmes in collaboration with the lecturers. Maintain and operate the simulation lab to include troubleshooting and working with information technology personnel, etc. Provide simulation training and practice for lecturers. Assist lecturers with skills and simulation activities and in establishing and revising the critical elements for performing clinical skills. Ensure supervision of students in the lab, maintaining safe practices and abiding by all established policies and procedures for the lab. Contribute to the evaluation of students during skills and simulation activities. Provide assistance to students upon referral for remediation. Maintain appropriate inventory of supplies, linen and equipment for each lab and foster use of same in a fiscally responsible manner. Monitor and perform routine minor maintenance and repair on all lab equipment, to ensure all equipment is maintained in good working order. Support the development of the programmes objectives, curriculum, policies, and assure fulfilment of standards of the SANC and CHE. Develop and implement policies and guidelines for the labs. Maintain a policies and procedures manual for the labs. Maintain supervised scheduled lab hours as necessary according to student schedules. Maintenance of records. Provide input for budget preparation regarding equipment, supplies and materials. Have and implement a sound knowledge of all applicable current legislation. Continuing education in Nursing education as well as own speciality. Comply with Infection Prevention and Control measures as well as OHS'.

- ENQUIRIES** : Mrs J Gassiep Tel No: (011) 247- 3345-3300, Mr AT Tsoke Tel No: 011 247 3321
- APPLICATIONS** : All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Rahima Moosa Nursing College, Private Bag x 116, Melville, 2109 Human Resource Department
- NOTE** : All applications must be submitted with new Z83 form CV and certified copied should not be older than six months State all your competencies, training and knowledge in your CV. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered.
- CLOSING DATE** : 19 February 2021 at 12:00
- POST 04/110** : **DIETICIAN GRADE 1 REF NO: EHD2021/02/12 (X2 POSTS)**
Directorate: Mental Health
Re-Advertisement
- SALARY** : R317 592 per annum (plus Benefits)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Four year degree in Dietetics. Registration with the Health Professional Council of Southern African as a Dietician (proof of current registration must be attached). Experience in community mental will be an advantage. Knowledge and experience in nutrition and implementation of INP. Good communication skills (verbal and written), computer skills (e.g. Microsoft Office etc.), good interpersonal skills and human resource management skills. Ability to work independently and in a team, in changing environment and under pressure. Good financial management skills and knowledge of PFMA. Knowledge of mental health legislations and related legal and ethical practices. Must have a valid driver's license.
- DUTIES** : General nutritional management for mental health care users. And other patients in the allocated facilities. Provide technical support and training for the successful implementation of INP. Implement and monitor nutrition and mental health related policies, protocols and guideline. Monitor nutrition and mental health indicators and produce quality reports for the allocated mental health NGOs and clinics. Order and maintain adequate supplies of nutritional stock and ensure effective stock control measures. Participate in planning, implementation, monitoring and evaluation of the programme according to prescribed policies, protocols and guidelines. Collaborate with relevant

		programmes, departments and stakeholders for mental health and nutrition activities. Provide support to District Mental Health and Nutrition Managers and other mental health and nutrition related activities.
<u>ENQUIRIES</u>	:	Dr K S Maaroganye Tel No: (063) 607 3796
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
<u>NOTE</u>	:	Applicants who previously applied are advised to re-apply as their previous applications will not be considered. No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	19 February 2021
<u>POST 04/111</u>	:	<u>OCCUPATIONAL THERAPISTS GRADE 1 REF NO: EHD2021/02/13 (X6 POSTS)</u> Directorate: Mental Health Re-Advertisement
<u>SALARY</u>	:	R317 592 per annum (plus Benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENT</u>	:	Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Occupational Therapist. Registration with the HPCSA (current proof of registration must be attached). One year relevant experience after registration with the HPCSA as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Experience in community service mental health OT services will be an advantage. Knowledge of mental health legislations and related legal and ethical practices, PFMA and Public service Act and Regulations. Good communication, interpersonal, Computer literacy, financial and human resource management skills. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. Knowledge of various physical conditions and their impact on function, experience in running psychosocial groups, problem-solving capacities, and seating (intermediate and advance recommended). Driver's License is essential.
<u>DUTIES</u>	:	Provision of Occupational Therapy service to all users, as well as designated outreach areas per schedule to comply with the Norms and standards of the Department. Work within multidisciplinary team. Assessment for issuing of assistive devices. Conduct assessment audits to all licensed NGOs quarterly. Ability to identify training needs then train NGO managers and care givers. Participate in health promotion, disability awareness campaigns as per health calendar. Administration submission of monthly statistics, records of assessments and escalate to management early, attends meetings and give feedback. Ability to collaborate with other stake holders in the community.
<u>ENQUIRIES</u>	:	Dr k. Maaroganye Tel No: (011) 876 1717
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's

license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration

CLOSING DATE

:

19 February 2021

POST 04/112

:

SOCIAL WORKER -GRADE 1 REF NO: EHD2021/02/14 (X9 POSTS)

Directorate: Mental Health
Re-Advertisement

**SALARY
CENTRE**

:

R257 592 – R298 614 per annum (plus Benefits)

:

Ekurhuleni Health District

REQUIREMENTS

:

Bachelor's Degree in Social work. Registration with the South African Council for Social Service Professions (SACSSP) as a Social worker. Registration with the SACSSP (proof of current registration to be attached). The applicant to have less than 10 year's relevant experience as a Social Worker. Applicant must be in possession of a valid South African driver's license. Knowledge of Mental Health legislation and related legal and ethical practices, PFMA and Public Service Act and Regulations. Good communication, interpersonal, Computer literacy, financial and human resource management skills. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills.

DUTIES

:

Provision of Social work services regarding care, support, protection and development of vulnerable individuals, groups, families and communities through relevant Programs. To render designated outreach service as well as participate in Crises intervention within the District. Conduct assessment audits and support to all licensed NGOs and Substance abuse Centre's. Participate in yearly Adjudication for non-compliant NGOs. To perform administrative functions required of the job. Ensure regular Mental Health training in the facilities within the District. Participate in admissions, transfers and placements of users to relevant institutions for rehabilitation, treatment and care.

**ENQUIRIES
APPLICATIONS**

:

Dr K S Maaroganye Tel No: (063) 607 3796

:

Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE

:

Applicants who previously applied are advised to re-apply as their previous applications will not be considered. No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE

:

19 February 2021

POST 04/113

:

ADMINISTRATIVE OFFICER REF NO: EHD2021/02/16 (X1 POST)

Directorate: Primary Health Care

**SALARY
CENTRE**

:

R257 508 - R303 339 per annum (plus benefits)

:

Ekurhuleni Health District Brakpan and Benoni Clinic

REQUIREMENTS

:

Grade 12 Certificate or equivalent qualification with minimum of 5 years' experience in patient administration or National diploma/degree in

	administration with 3 years' experience in patient administration. Must have knowledge in record keeping and filing. Good communication skills. Computer certificate is essential. Driver's license is essential.
<u>DUTIES</u>	: Perform administrative duties, relating to client's records. Planning and organizing operations of the junior administration clerks and data capturers. Management of waiting times in the facility. Compliance to ideal clinic and national core standard. Ensure availability of stationary in the facility. Provide secretariat services in the facility. Assist with preparations and retrieval of booked clients' files for facilitation of booking system. Ordering of stock and other consumables. Write memos, letters and any other documents as requested by Supervisor. Manage and support staff services in the facility. Perform all other duties delegated a Supervisor/Manager.
<u>ENQUIRIES</u>	: Ms R. Sapie Tel No: (082) 476 6273
<u>APPLICATIONS</u>	: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
<u>NOTE</u>	: No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	: 19 February 2021
<u>POST 04/114</u>	: <u>ADMINISTRATIVE OFFICER REF NO: EHD2021/02/17 (X1 POST)</u> Directorate: Primary Health Care Re-Advertisement
<u>SALARY</u>	: R257 508 - R303 339 per annum (plus benefits)
<u>CENTRE</u>	: Ekurhuleni Health District
<u>REQUIREMENTS</u>	: Grade 12 Certificate or equivalent qualification with minimum of 5 years' experience in administration/office management. Knowledge of office management, computer literacy is essential. Good communication skills, decision making, planning, organizing and facilitating skills. Good interpersonal skills, report writing skill. Knowledge and understanding of legal framework of mental health services and PFMA. Ability to work independently, under pressure and in a team situation. Driver's license is essential.
<u>DUTIES</u>	: Recording of documentation in accordance with guidelines and instructions. Support the team to audit and verify users at respective NGO's. Assisting new NGO to comply with departmental SLA and PFMA. Write basic submission, memo's, minutes and reports. Record keeping. Liaise between queries from dr's clinics or NGO's to H.O.U and Coordinators. Assist HOD with doctors RWOPS, Travel claims and PMDS submission. Perform all other duties delegated by Supervisor/Manager.
<u>ENQUIRIES</u>	: Ms J. Jallal Tel No (011) 876 – 1717
<u>APPLICATIONS</u>	: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
<u>NOTE</u>	: Applicants who previously applied are advised to re-apply as their previous applications will not be considered. No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not

been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

<u>CLOSING DATE</u>	:	19 February 2021
<u>POST 04/115</u>	:	<u>COMMUNICATION OFFICER REF NO: EHD2021/02/18 (X1 POST)</u> Directorate: Chief Director's Office
<u>SALARY</u>	:	R257 508 – R303 339 per annum
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENTS</u>	:	Grade 12 / Matric certificate. A three-year Bachelor's Degree/National Diploma/equivalent NQF 6 in Communication, Public Relations, Journalism or marketing. At least five (3) years relevant experience in the government communication field. Knowledge in the communication fields of public relations, branding, marketing and media. Knowledge and application of policies governing the public service. Good communication (verbal and written), good interpersonal relations, organising and computer skills. Knowledge and experience in media relations, crisis communication management, events management, social media management and stakeholder relations. Ability to work under pressure and meet deadlines. A commitment to government objectives, policies and programmes. Must have a valid code 8 or 10 driver's license. Must be computer literate (MS Excel and PowerPoint). Excellent time management, presentation, analytical and organizational skills. Good communication skills9verbal and non-verbal, report writing skills, negotiation, teambuilding, problem solving, conflict resolution) and ability to work under pressure.
<u>DUTIES</u>	:	Develop and manage communication strategies and plans to implement internal and external communication systems. Develop and manage relations with District's key publics/stakeholders. Manage media enquiries as well as write news stories to publish to the mainstream media and District's and or departmental newsletter. Manage content on social media platforms. Draft and edit media statements, media enquiries responses and media articles. Manage the Institutions events, marketing and health promotion campaigns and other communication activities in line with the departmental annual health calendar. Perform any other relevant duties as delegated by the manager.
<u>ENQUIRIES</u>	:	Ms D. De Beer Tel No: (011) 878 8503
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	19 February 2021
<u>POST 04/116</u>	:	<u>PROFESSIONAL NURSE GRADE 1 – GRADE 3 REF NO: EHD2021/02/15 (X44 POSTS)</u> Directorate: Mental Health Services
<u>SALARY</u>	:	Grade 1: R256 905 – R297 825 per annum (plus benefits)

	Grade 2: R315 963 – R362 865 per annum (plus benefits)
	Grade 3: R383 226 – R485 475 per annum (plus benefits)
<u>CENTRE REQUIREMENTS</u>	<p>Ekurhuleni Health District</p> <p>Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the SANC as Professional Nurse and proof of current registration. Current proof of registration with SANC. Grade 1: Less than 10 years relevant experience after registration as Professional Nurse. Grade 2: At least 10 years, but less than 20 years, relevant experience after registration as professional nurse. Grade 3: 20 years and more relevant experience after registration as professional Nurse. Driver's license is essential. Experience in mental health, knowledge of legislations and related legal and ethical practices, PFMA, Public Service Act and Regulations. Good communication, interpersonal, computer literate, financial and human resource management skills. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills.</p>
<u>DUTIES</u>	<p>Providing quality Mental Health Services within a Clinic and NGOs. Providing educational Services. Providing Administration and management of human resources. Adherence to professional standards. Ensure availability of medical supplies.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>Ms J. Jallal Tel No: (011) 876 1717</p> <p>Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.</p>
<u>NOTE</u>	<p>No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.</p>
<u>CLOSING DATE</u>	19 February 2021
<u>POST 04/117</u>	<p><u>OCCUPATIONAL THERAPY TECHNICIAN GRADE 1 REF NO: EHD2021/02/19 (X5 POSTS)</u></p> <p>Directorate: Mental Health Services</p>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>R210 567 – R240 762 per annum</p> <p>Ekurhuleni Health District</p> <p>Appropriate qualification that allows registration with Health Professional Council of South Africa (HPCSA) as Occupational Therapy Technician. HPCSA registration certificate and current proof of registration with HPCSA as an Occupational Therapy Technician. Valid driver's license is essential. Less than 10 years relevant experience after obtaining an appropriate qualification. Experience in community service mental health OT services will be an advantage. Knowledge of mental health legislations and related legal and ethical practices, PFMA and Public service Act and Regulations. Good communication, interpersonal, Computer literacy, financial and human resource management skills. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. Knowledge of various physical conditions and their impact on function, experience in running psychosocial groups, problem-solving capacities and seating (intermediate and advance recommended)</p>
<u>DUTIES</u>	<p>Provision of Occupational Therapy service to all users, as well as designated outreach areas per schedule to comply with the Norms and standards of the Department. Work within multidisciplinary team. Assessment for issuing of assistive devices. Conduct assessment audits to all licensed NGOs quarterly.</p>

		Ability to identify training needs then train NGO managers and care givers. Participate in health promotion, disability awareness campaigns as per health calendar. Administration submission of monthly statistics, records of assessments and escalate to management early, attends meetings and give feedback. Ability to collaborate with other stake holders in the community.
<u>ENQUIRIES</u>	:	Ms J. Jallal Tel No: (011) 876 - 1717
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	19 February 2021
<u>POST 04/118</u>	:	<u>PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 REF NO: EHD2021/02/20</u> Directorate: Nigel Pharmacy
<u>SALARY</u>	:	Grade 1: R208 383 – R234 738 per annum (Plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENTS</u>	:	Appropriate Post-Basic Pharmacist Assistant qualification that allows for registration with the SAPC as a Pharmacist Assistant (Post-Basic) Registration with the South African Pharmacy Council (SAPC) as a Post-Basic Pharmacist Assistant Proof of payment for current annual fees. Less than five (5) years appropriate experience after registration as a Pharmacist Assistant (Post Basic) with the SAPC.
<u>DUTIES</u>	:	Receive and record all stock from suppliers. Filling of stock cards. Maintenance of electronic stock program me and reporting systems. Cyclic stock counts. Provide information to management. Participate in bi-annual stock take. Work under direct/ indirect supervision of a Pharmacist. Storage and distribution of pharmaceuticals. Maintenance of all pharmaceutical projects and systems. Perform all other duties delegated by Supersor/manager.
<u>ENQUIRIES</u>	:	Ms. T. Burisch Tel No: (011) 878 – 8500
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	19 February 2021

<u>POST 04/119</u>	:	<u>ENROLLED NURSE REF NO: E/N/02/2021 (X1 POST)</u> Directorate: Nursing Education
<u>SALARY</u>	:	R171 381 – R242 166 per annum
<u>CENTRE</u>	:	Rahima Moosa Nursing Campus
<u>REQUIREMENTS</u>	:	Grade 12 certificate. Qualifications that allow registration with SANC as a Staff Nurse (Enrolled Nurse). Current registration with SANC as an Enrolled Nurse. Grade 1: Minimum of 2 years appropriate Experience after registration as an Enrolled Nurse within an ICU or Operating Theatre. Competencies/Knowledge: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal principles. Knowledge of the care of equipment e.g. ventilators, monitors, intubation equipment, nursing equipment. Knowledge of hygiene and disinfection practices. Good communication skills, interpersonal skills, elementary Writing skills and ability to function as part of a team. Basic computer skills will be an added advantage.
<u>DUTIES</u>	:	Work under supervision as part of the team responsible for the simulation and skills labs. Plan and implement with the supervisor and lecturers for students to utilize the simulation and skills labs. Implement hygiene and disinfection processes to ensure the simulation and skills labs are maintained appropriately and safely. Ensure that all equipment is cleaned and ready for use by the lecturers and students. Implement processes for the storage and control of all equipment, linen and supplies. Plan with the supervisor for the maintenance and repair of equipment and machinery. Work with the ICT to prepare the skills and simulation labs for training. Maintain safe practices and abide by all established policies and procedures for the lab.
<u>ENQUIRIES</u>	:	Mrs J Gassiep Tel No: (011) 247- 3345-3300, Mr AT Tsoke Tel No: 011 247 3321
<u>APPLICATIONS</u>	:	All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Rahima Moosa Nursing College, Private Bag x 116, Melville, 2109 Human Resource Department.
<u>NOTE</u>	:	All applications must be submitted with new Z83 form CV and certified copied should not be older than six months State all your competencies, training and knowledge in your CV. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered.
<u>CLOSING DATE</u>	:	19 February 2021 at 12:00
<u>POST 04/120</u>	:	<u>AUXILIARY WORKER (MORTUARY) REF NO: AWM/CMJAH/2021</u> Directorate: Logistics
<u>SALARY</u>	:	R102 534.per annum (plus benefits)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification or grade 10 qualification or equivalent qualification. Knowledge: of a limited range of working procedure in respect of Mortuary Services working environment and elementary duties such as: equipment, cleaning, health and safety measures, planning and organising. Skills. Be able to read and write. Basic numeracy, literacy, good communication skills, Problem solving skills. Ability to perform routine tasks and Basic interpersonal relationship skills. Be prepared to work under pressure and able to work in a team. Be prepared to rotate and work shifts. Be prepared to do physical labour. It is a legal requirement that employees wear protective clothing. The following will be an added advantage: Grade 12 with 2- 5 years' experience in mortuary services, Knowledge of Batho Pele principles, Six Ministerial Priorities and driver's license.
<u>DUTIES</u>	:	Removal of corpses with in the hospital. Collect death reports, post-mortem and other accompanying documents from the wards. Register corpses in the death register book. Ensure that D28 forms are completed by doctors, complete SAP379 /180 Forms for unnatural deaths. Transport corpses to Medical School for post mortem. Assist families with viewing of the corpses.

	Assist undertakers to remove the bodies from the fridges or storage room. Clean mortuary pans and equipment using chemicals. Assist FPS to identify and remove corpses from storage room. Assist the appointed undertaker to identify and remove bodies from the fridges for pauper's burial. Check room temperatures in the cold storage regularly. Adhere to internal working procedures and policies. Wear PPE at all times. Take instructions from the supervisor.
<u>ENQUIRIES</u>	: Mrs. P. Maruping Tel No: (011) 488 3915
<u>APPLICATIONS</u>	: Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za Only online application will be considered. Please use the reference as the subject.
<u>NOTE</u>	: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. African Females, Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.
<u>CLOSING DATE</u>	: 19 February 2021
<u>POST 04/121</u>	: <u>LAUNDRY WORKER REF NO: LW2/ CMJAH/2021</u> Directorate: Logistics (Johannesburg Laundry)
<u>SALARY</u>	: R102 534 per annum (Level 02) (plus benefits)
<u>CENTRE</u>	: Johannesburg Provincial Laundry
<u>REQUIREMENTS</u>	: A minimum of ABET qualification or grade 10 qualification or equivalent qualification. Knowledge: of a limited range of handling of laundry equipment, working procedure in respect of laundry working environment and elementary duties such as: courier service, planning and organising skills: Basic numeracy, literacy, good communication, ability to perform routine tasks and Basic interpersonal relationship skills. Be prepared to work under pressure and able to work in a team. Be prepared to rotate and work shifts. Be prepared to do physical labour. It is a legal requirement that employees wear protective clothing.
<u>DUTIES</u>	: To collect, sort and count soiled and clean linen. Wash, iron, press, fold, pack, and dispatch linen back to clients. Clean working and surrounding areas. Assist in other areas when needed.
<u>ENQUIRIES</u>	: Mr. HP. Van Zyl Tel No: (011) 484 2627
<u>APPLICATIONS</u>	: Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za Only online application will be considered. Please use the reference as the subject.
<u>NOTE</u>	: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. Coloured Males and Female, Indian Males and Females, White Males and Females are encouraged to apply.
<u>CLOSING DATE</u>	: 19 February 2021

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH**

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.

OTHER POSTS

<u>POST 04/122</u>	:	<u>HEAD CLINICAL UNIT (MEDICAL) GR1 REF NO: GS 05/21</u> Component –Orthopaedics: Orthopaedic Trauma
<u>SALARY</u>	:	R1 728 807 per annum (All inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted overtime which is based on Departmental operational needs. Employee must sign the commuted overtime contract form annually.
<u>CENTRE REQUIREMENTS</u>	:	Greys Hospital, Pietermaritzburg
	:	FCS Ortho (SA) or MMed in Orthopaedics Registration with the Health Professions Council of South Africa as a Specialist: PLUS 3 years post-registration experience as a "Medical Specialist" Recommendations: Experience in Tertiary-level Orthopaedic Trauma Surgery Knowledge, skills, Experience and Competencies Possess sound knowledge of Human Resource Management, budgeting, programme implementation, monitoring and evaluation, information management and quality assurance programmes. Knowledge of current Health and Public Service Legislation, Regulations and Policy including medical ethics, epidemiology, budget control and statistics. Good communication, leadership, decision-making and clinical skills.
<u>DUTIES</u>	:	Service Provision: Participate in outpatient assessment and treatment, ward rounds and operative treatment of orthopaedic patients and orthopaedic trauma and orthopaedic emergencies (incl. acute infections) in particular. Coordinate the provision of orthopaedic emergency and trauma services within the relevant referral area. Continuously monitor service delivery, both at Grey's hospital and referring hospitals, and to institute quality improvement measures to correct deficiencies. Management: Assist in administrative duties related to the optimal functioning and service delivery in orthopaedics at Grey's Hospital and the relevant referral hospitals. Engagement with relevant stakeholders concerning improvement of clinical service delivery in the field of orthopaedic trauma in the relevant drainage area. Development of protocols and clinical pathways for safe and efficient management of emergent and traumatic orthopaedic conditions. Ensure that data is collected and analysed on the state of orthopaedic trauma in the relevant referral area, in order to enable policy/strategy development/clinical governance and quality improvement programme. Co-ordination, intergration and implementation of orthopaedic trauma service delivery within the relevant referral area. Outreach: To participate in an effective outreach programme aimed at improvement of patient access to the relevant clinical services. Teaching and Learning: Develop a teaching/learning programme relating to orthopaedic trauma aimed at all relevant service providers, including a comprehensive post-graduate training programme. Academic / Research: To pursue research in the field of trauma orthopaedics.
<u>ENQUIRIES</u>	:	Dr KB Bilenge Tel No: (033) 8973321
<u>APPLICATIONS</u>	:	To be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
<u>FOR ATTENTION</u>	:	Mrs. M. Chandulal
<u>NOTE</u>	:	Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies.hr endorsed certificate of service/work experience c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. Faxed and emailed applications will NOT be accepted. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 05/21. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The

appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). Please note that candidates will not be reimbursed for S&T claims for attending interviews. It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered.

<u>CLOSING DATE</u>	:	19 February 2021
<u>POST 04/123</u>	:	<u>MANAGER: MEDICAL SERVICES REF NO: MONT 03/2021 (X1 POST)</u>
<u>SALARY</u>	:	R1 173 900 per annum Inclusive package per annum
<u>CENTRE</u>	:	Montebello Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate or Equivalent qualification. MBCHB or equivalent qualification. Registration with the HPCSA as Medical Practitioner. A minimum of 4 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Certificates of service must be attached as proof of experience. Recommendations: Supervisory experience. Computer literacy in Microsoft Word, Excel, Outlook and PowerPoint, and Unendorsed valid driver's license (code 8) or C driver's license (code 10).
<u>DUTIES</u>	:	Ensure the provision of safe, ethical, legal and high quality medical care in the hospital. Facilitate the formulation of policies and procedures and ensure that these are in line with statutory regulations and code of ethics. Ensure the provision of protocols and guidelines to doctors at the correct level. Participate in the quality Improvement Programme of the component to ensure that policies and procedures are followed. Conduct clinical audits with the support of the clinical staff. Liaise with the District Office and Head Office on matters related to medical services. Ensure that cost-effective service delivery is maintained within the hospital. Maintain discipline and deal with labor relations issues in terms of the laid down procedures. Supervise and support medical officers and allied staff. Serve in all clinical related committees, including management committees like Management Committees, Cash Flow Committee, IMLC, etc. Ensure availability of clinical protocols for the management of high risk conditions in the hospital. Provide duties that can be allocated in terms of the hospital, district and departmental needs. Ensure medical coverage to Primary Health Care clinics. Organize both academic and clinical service functions of the Department, including ward rounds, outpatients clinics, and clinical training ward rounds. Participate in clinical research and academic programmes in the respective clinical department. Provide academic and clinical administrative leadership. Form part of the senior management in the hospital. Attending to staff at our Occupational Health Clinic if the Medical Officer allocated for it is not available.
<u>ENQUIRIES</u>	:	Mrs BR Msomi Tel No: (033) 506 7000
<u>APPLICATIONS</u>	:	All Applications Should Be Forwarded To: The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. <u>NB:</u> Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary

proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

<u>CLOSING DATE</u>	:	26 February 2021
<u>POST 04/124</u>	:	<u>CHIEF EXECUTIVE OFFICER GJ CROOKES HOSPITAL REF NO: G19/2021</u>
<u>SALARY</u>	:	R869 007 per annum (Level 12), an all Inclusive MMS Salary Package
<u>CENTRE</u>	:	District Health Services
<u>REQUIREMENTS</u>	:	A degree/advanced diploma in a health related field, registration with relevant professional council; Plus A degree/diploma in health management or a degree/advanced diploma in a management field. Plus At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's license (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership programme and project management, financial management change management people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.
<u>DUTIES</u>	:	Job Purpose To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the Hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation, asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes.
<u>ENQUIRIES</u>	:	Mrs N Mkhize Tel No: (039) 688 3039
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The District Manager: UGU District Office: KZN Department of Health, Private Bag X5501, Scottburgh, 4180 or Hand delivered to: Hospital road, Scottburgh
<u>FOR ATTENTION</u>	:	Miss DL DU Randt
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part

A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

<u>CLOSING DATE</u>	:	19 February 2021
<u>POST 04/125</u>	:	<u>MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 04/21</u> Component: Dermatology
<u>SALARY</u>	:	Grade 1: R821 205 per annum Grade 2: R938 964 per annum Grade 3: R1 089 693 per annum All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, plus commuted overtime which is subject to the needs of the department (Incumbent will have to sign the relevant contract form annually)
<u>CENTRE REQUIREMENTS</u>	:	Greys Hospital, Pietermaritzburg MBCHB Degree Plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner by the time of appointment. Recommendations Experience in Dermatology A documented specific interest in Dermatology ACLS course completed (current valid certificate). Knowledge, Skills, Training and Competency Required: Sound clinical and patient management skills; human resource management; information management; quality assurance programs Current health and public service legislation, regulations and policy, and medical ethics Grade 1: Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as an independent Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as an independent Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. Grade 3: Experience: 10 years' experience after registration with the HPCSA as an independent Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa.
<u>DUTIES</u>	:	Medical care of patients: Dermatology – This is a post for care of out- and in-patients with dermatological conditions. Level of care required – Medical care appropriate to Grey's Hospital, a tertiary and referral health facility; Overtime requirements – After-hours work in the Departments of Internal Medicine and/or Dermatology will be required, depending on the needs of the Departments of Dermatology and Internal Medicine. Geographical limits – the post(s) will be based at Grey's but you will be expected to perform duties at various health facilities, which may include rotations in Dermatology at facilities within the Pietermaritzburg metropole. Outreach Dermatology services to facilities in Area 2 may be required either regularly or from time to time. Administration and management: Supervise junior medical staff, including in clinical work, attendance, time management, conflict management etc; Service logistics – assist in administrative aspects of running the Department of Dermatology and/or Internal Medicine e.g. roster and rotation planning, clinical and operational protocol development; Quality improvement – assist and participate in quality improvement, including audits Medico-legal matters – assist with medico-legal tasks such as medical reports for insurance claims,

	<p>mortality and morbidity analysis etc. Academic programme: Training - provide in-service training to staff or be a recipient of in-service training, as appropriate for a medical officer and to meet the needs of the service; Teaching – participate in under-graduate and post-graduate training programmes (teaching, examinations, administration etc) as required by the programmes and appropriate for a medical officer; Academic activities – active participation in academic activities such as journal clubs, academic presentations etc. Research – participate in departmental research. Initiation and performance of research is optional but desirable.</p>
<u>ENQUIRIES</u>	: Dr AV Chateau Tel No: (033) 897 3177
<u>APPLICATIONS</u>	: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
<u>FOR ATTENTION</u>	: Mrs. M. Chandulal
<u>NOTE</u>	: <p>Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website. Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies.hr endorsed certificate of service/work experience c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 04/21. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).Please note that candidates will not be reimbursed for S&T claims for attending interviews It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered.</p>
<u>CLOSING DATE</u>	: 19 February 2021
<u>POST 04/126</u>	: <p><u>ASSISTANT MANAGER NURSING (GENERAL) ALL CLINICS AND OTHER OUT PATIENT DIAGNOSTICS DEPARTMENT REF NO: HRM 07/2021 (X1 POST)</u></p> <p>Directorate: Medicine</p> <p>Re-advert, those who applied before must re-apply</p>
<u>SALARY</u>	: R562 800 per annum (an all-inclusive remuneration package)
<u>CENTRE</u>	: King Edward VIII Hospital
<u>REQUIREMENTS</u>	: <p>Senior Certificate (Grade 12) or equivalent PLUS degree/diploma in General Nursing and Midwifery, , Minimum of 8 years appropriate recognizable nursing experience after registration as a professional nurse with SANC in General Nursing, proof of current registration with SANC (2021), at least 3 years of the period referred to above must be appropriate/recognizable experience at a Management Level, certificate of service endorsed by HR as a proof of experience Recommendations Computer literacy, diploma/degree in nursing management will be an added advantage, driver's license code EB (08). Knowledge, Skills, Training, And Competencies Required: Knowledge and insight into nursing processes and procedures, knowledge and insight into nursing statutes and other relevant public service acts, decision making and solving skills, interpersonal skills, interpersonal skills and conflict management skills, knowledge and implementation of Batho Pele principles, good communication skills, supervisory and analytical thinking skills, ability to implement national core standards, basic understand of HR and financial policies and practices.</p>
<u>DUTIES</u>	: <p>Ensure adequate supervision of staff and provision of quality patient care in an efficient and cost effective manner, manage and supervise utilization of all resources in the clinics, ensure effective utilization of all infection control and prevention practices by all staff including support service and cleaning staff, supervise implementation of health care delivery policies, procedures, clinical guidelines, protocols, operational and strategic plans aimed at improving</p>

service delivery, facilitate and ensure the implementation of department priorities and national core standard, monitor and evaluate the care and management of all patients and ensure the keeping of accurate and complete patients' records, demonstrate a concern for patients, promoting and advocating proper treatment and care, monitor and evaluate staff performance, ensure effective data management, ensure ethics and professional is maintained, demonstrate effective and professional is maintained, demonstrate effective communication with staff, patients, and multidisciplinary team, exercises control over discipline grievance an all labour related issues, develop/establish and maintain constructive working relationship with nursing and other stakeholders.

**ENQUIRIES
APPLICATIONS**

: Mrs. NP Ngcobo Tel No: (031) 360 3026 Deputy Nursing Manager
: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013.

**FOR ATTENTION
NOTE**

: Mrs. NP Ngcobo Deputy Nursing Manager Tel No: (031) 360 3026
: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims.

CLOSING DATE

: 26 February 2021

POST 04/127

: **OPERATIONAL MANAGER (PHC) MATERNITY UNIT REF NO: STC 03/2021 (X1 POST)**

SALARY

: R562 800 - R633 432 per annum. Other Benefits: 13th Cheque, housing allowance (employee must meet prescribed conditions) Medical Aid (optional) and 8% Rural Allowance

**CENTRE
REQUIREMENTS**

: St Chads CHC
: Senior Certificate (Grade 12).Basic R425 qualification (i.e. degree/diploma) in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse PLUS.A minimum of 9 years recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. One (1) year Post basic qualification in Advanced Midwifery & Neonatal. At least 7 years of the period above must be appropriate recognizable experience in the specific specialty after registration in the specific specialty. Proof of current registration with SANC (2021).Proof of current and previous experience; certificate of service endorsed by HR. Recommendations: Degree/Diploma in Nursing Management. Computer literacy Diploma in Nursing Administration. Computer literacy. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing and other relevant legal framework. Knowledge of Labour Relations. Knowledge and experience and implementation of Batho Pele principles and Patients' Rights Charter and Code of Conduct. Financial and budgetary knowledge pertaining to the relevant resources under Management. Leadership, organizational, decision making and problem solving skills within the limits of Public Sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of National Core Standards.
: Co-ordinate of optimal, holistic specialized nursing care within set standards and professional/ legal framework. Ensure accurate and reliable statistics and report generated through the information management section. Monitor and evaluate the effectiveness of nursing staff development practices in the CHC

DUTIES

against set standards with the view to identify and address problem areas timeously. Ensure the effective, efficient and economical use of all allocated resources, including human resources. Provision of the support to the nursing service. Co-ordination of the provision of the effective training and research. Maintain professional growth, nursing ethics, professionalism and self-development. Participate in all initiatives/meetings with an aim to achieve quality service provision. Ensure that the units comply with Norms and Standards/Ideal Clinic. Realization of Batho-Pele principle to meet the needs and demands of the clients. Strengthen implementation of MCWH Programmes as per National guidelines and ensure meeting targets. Participate in PPIP Programme. Co-ordinate and assist with perinatal mortality review meetings.

**ENQUIRIES
APPLICATIONS**

: Mrs C.I.Ndlovu Tel No: (036) 6379600
: All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X 9950 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

**FOR ATTENTION
NOTE**

: Mr S.D.Mdletshe
: Applications must be submitted on the prescribed Amended Z83, Application for Employment Form effective 01/01/2021 which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A). Persons with disabilities should feel free to apply for the post. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting), credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. Non-RSA Citizens/ Permanent Residents/ Work Permit holders must submit documentary proof together with their applications All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

CLOSING DATE

: 23 February 2021

POST 04/128

: **OPERATIONAL MANAGER (PHC) REF NO: EKU 02/2021 (X1 POST)**

SALARY

: R562 800 - R633 432 per annum. Other Benefits: 13th Cheque, housing allowance (employee must meet prescribed conditions) Medical Aid (optional) and 8% Rural Allowance

**CENTRE
REQUIREMENTS**

: Ekuvukeni Clinic
: Senior Certificate (Grade 12). Diploma/Degree in General Nursing and Midwifery. Registration with SANC in General Nursing and Midwifery. Proof of current registration with SANC (2021). A minimum of 9 years recognizable experience in nursing after registration as professional nurse with SANC in General nursing of which 5 years must be recognizable experience after obtaining one year post basic qualification in Primary Health Care. Proof of current and previous experience; certificate of service endorsed by HR. Recommendations: Diploma in Nursing Administration. Computer literacy literacy. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Knowledge of policy directives information the provision of Primary Health Care. Good verbal and written communication and report writing skills. Leadership, organizational, decision making and problem solving

DUTIES

skills. Conflict management and negotiation skills. Knowledge of code of conduct and Labour Relations procedures / processes. Knowledge of Batho Pele principles and Patients' Rights Charter.

Promote quality nursing care as directed by the professional scope of practice and standards as determined by the PHC Core package, norms and standard and Ideal Clinic Realization .Assist in planning, organizing and monitoring of objectives of the units and departments. Demonstrate understanding of Human Resource and Financial Management and practices and procedures. Supervise staff under your control and perform consequence management where necessary. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho-Pele).Able to plan and organize own work and that of support personnel to ensure proper nursing care. Manage all resources within units effectively and efficiently to ensure optimal service delivery. Carry out PMDS evaluation of staff, formulate training programmes and participate in the training and development of staff. Ensure that all equipment in the nursing department is adequate, checked and is in working order. Provide a safe, therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Oversee the functioning of units and report to nursing management. Active involvement in Operation Sukuma Sakhe. Manage the out-reach services and ensure data management. Conduct facility Nerve Centre, Information Health Meetings and sit in other meetings. Promote Nursing Ethics and Professionalism.

**ENQUIRIES
APPLICATIONS**

Mrs C.I.Ndlovu Tel No: (036) 6379600

All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X 9950 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

**FOR ATTENTION
NOTE**

Mr S.D.Mdletshe

Applications must be submitted on the prescribed Amended Z83, Application for Employment Form effective 01/01/2021 which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A).Persons with disabilities should feel free to apply for the post. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting),credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC).Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. Non-RSA Citizens/ Permanent Residents/ Work Permit holders must submit documentary proof together with their applications All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

CLOSING DATE

23 February 2021

POST 04/129

**ASSISTANT DIRECTOR : OCCUPATIONAL THERAPY/PHYSIOTHERAPY
REF NO: GS 03/21**

Component: Allied Health (Case Manager)

SALARY

R517 326 - R574 158 per annum + 13th cheque, medical-aid (optional), Homeowners allowance (employee must meet the prescribed requirements)

CENTRE

Greys Hospital, Pietermaritzburg

REQUIREMENTS

: Degree in Occupational Therapy/Physiotherapy Plus Current registration with the Health Professional Council of South Africa Plus Minimum of 5 years work experience within a hospital with paediatric experience of which at least 3 years must be supervisory in nature. Plus Endorsed valid Code B drivers license (Code 08) NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Recommendations Paediatric Neurodevelopmental Technique and medicolegal experience will be an added advantage Knowledge, Skills, Training and Competency Required: Excellent knowledge and expert skill in occupational therapy/physiotherapy diagnostic and therapeutic procedures Knowledge of the scope of other rehabilitation professions. Excellent knowledge in rehabilitation equipment, assistive devices and relevant consumables. Sound knowledge and skill of institutional administrative tasks excellent knowledge and skill in medicolegal report writing Knowledge of medicolegal procedures related to rehabilitation Knowledge of all current legislation related to OT/Physiotherapy/Speech Therapy eg. Scope, acts, guidelines, etc Good knowledge of current research and development Excellent Management and supervisory skill for both staff and students Excellent interpersonal and communications skills Excellent problem solving and analytical skill for patient care and management Ethical reasoning in clinical and human resource management Good Leadership, flexible, innovative, resourceful and creative with excellent organizational and time management skills Good IT, knowledge and skills- excel, word and power point.

DUTIES

: Overall management of the allied medicolegal service for the western half of KZN (area2) Monitor and coordinate all rehab services (Physio, OT, Speech, audio) and other relevant services for all medicolegal patients between Greys, PMB Assessment and Therapy Centre, private practitioners, drainage hospitals and legal services as needed Ensure coordinated bookings for lodging, assessment, treatments, block therapy, NGO consults, legal consults and other medical professional consults. Manage a case load, assess and treat patients when indicated and provide an expert opinion on rehabilitation services. Audit, compile and produce comprehensive medicolegal assessments, progress reports and quantitative costing for all rehabilitation professions. Audit and review case progress Liaise with the legal departmental and associated legal professionals to determine the needs of each case, evaluate opposition rehabilitation reports, prepare court documents, and appear in court as needed. To work with the Medicolegal departments at Head Office and manage the rehabilitation needs of all allocated medico legal clients To make referrals and appointments to all relevant medical professional and other role players as directed by the assessing and treating rehabilitation staff. Develop strategic and operational planning for the medicolegal unit for rehabilitation Sound financial and procurement planning for projected requirements of the service and the patient with respect to assistive devices and other service needs. Develop policies, clinical guidelines, operational procedures and quality assurance processes for the medicolegal services and ensure cost effective interventions and outcomes. To supervise all staff and students allocated to the service and ensure effective staff utilization. Ensure comprehensive training programme with research and analysis for the medicolegal services.

**ENQUIRIES
APPLICATIONS**

: Mrs A Chetty/ Mrs H Shanahan Tel No: (033) 897 3781/3795
: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.

**FOR ATTENTION
NOTE**

: Mrs. M. Chandulal
: Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website. Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. hr endorsed certificate of service/work experience c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 03/21. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks

(security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). Please note that candidates will not be reimbursed for S&T claims for attending interviews. It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered.

<u>CLOSING DATE</u>	:	19 February 2021
<u>POST 04/130</u>	:	<u>OPERATIONAL MANAGER: GENERAL STREAM REF NO: HRM 09/2021 (X1 POST)</u> Directorate: Surgery
<u>SALARY</u>	:	R444 276 - R500 031 per annum. 13 th Cheque, Medical Aid (Optional), Home Owner Allowance on Application, Employee must meet prescribed requirements
<u>CENTRE REQUIREMENTS</u>	:	King Edward VIII Hospital
	:	Senior Certificate / Grade 12. Qualification (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse (Obtained from College University). Registration with SANC as General Nurse and Midwifery. Current South Africa Nursing Council (SANC) receipt – license to practice (2021) Minimum experience: 7 years appropriate/ recognizable experience in Nursing after registration. Recommendation: Computer Literacy Knowledge, Skills, Training and Competencies Required: Knowledge and insight into nursing processes and procedures. Nursing Prescripts and other relevant Public Service Acts. Decision making & problem solving skills. Interpersonal skills in dealing with conflict management. Knowledge and implement of National Core Standards and Ideal Hospital realisation and Maintenance Framework. Good Communication skills. Supervisory and analytical thinking skills. Application of the APIER approach.
<u>DUTIES</u>	:	Ensure the provision of quality patient care in an efficient and cost effective manner. Manage the effective utilization of all resource (human and material) in the unit. Ensure effective implementation of infection control and prevention practices by all staff including support service and cleaning staff. Supervise implementation of health care delivery policies, procedures, clinical guidelines, protocols, Operational and strategic plans aims at improving service delivery. Facilitate and ensure the implementation of Departmental Priorities, National Core Standards and Ideal Hospital Realization and Maintenance Framework Monitor and evaluate the care and management of all patients and ensure the keeping of accurate and complete patients' records. Demonstrate a concern for patients, promoting and advocating proper treatment and care. Monitor and evaluate staff performance (EPMDS). Ensure effective data management. Ensure ethics and professionalism is maintained. Demonstrate effective communication with staff, patients, colleagues, and clinicians (multidisciplinary team) / all stakeholders. Exercise control over discipline, grievance and all labour related issues. Management of Patient Safety Incident as per guidelines. Management of complaints as per guidelines.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs NP Ngcobo Tel No: (031) 360 3026, Deputy Nursing Manager
	:	All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be

advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims.

<u>CLOSING DATE</u>	:	19 February 2021
<u>POST 04/131</u>	:	<u>CLINICAL PROGRAMME COORDINATOR MENTAL HEALTH LEVEL GRADE 1 REF NO: UMZIN 01/2021</u>
<u>SALARY</u>	:	R444 276 per annum. Other Benefits 13th cheque Medical aid: Optional Homeowner's allowance: Employee must meet prescribed requirements. Rural allowance on claim basis
<u>CENTRE REQUIREMENTS</u>	:	Umzinyathi Health District Office
	:	For The Post Grade 12/Matric certificate an appropriate B Degree/ National Diploma or equivalent qualification in Nursing PLUS Minimum of 7 years appropriate /recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Current Registration with SANC. Valid Driver's License – Code 8 plus Proof of Computer Literacy – Ms Office (Word, Excel, Outlook & PowerPoint) Attach Proof of previous and / or Current Employment verified, signed and stamped by HR Department/ Employer. Recommendations Hospital and Primary Health Care Experience in Mental Health Care and Non Communicable Disease Management and Control. Knowledge, Skills and Competencies Required: Project management excellent management, facilitation, communication and interpersonal skills. Report writing abilities Financial Management skills Empathy and counselling skills and knowledge Ability to make independent decisions an ability to priorities issues and other work related matters and to comply with timeframes proven initiative, decisiveness and the ability to acquire new knowledge swiftly A clear understating of challenges facing the Public Sector.
<u>DUTIES</u>	:	Ensure sustainable psychosocial support for all personnel during the Covid 19 pandemic and ensure prompt and proper referral to next level of care Ensure that the community based model is implemented whilst providing clear direction for all CHW's and Outreach Team Leaders regarding the home medicine delivery model for all NCD chronic medicines and identifying mental health challenges within households. Monitor the Mental Health and NCD budget and ensure timeous procurement of all required resources Ensure that the community based model is implemented whilst providing clear direction for all CHW's and Outreach Team Leaders regarding the home medicine delivery model for all NCD chronic medicines. Ensure that all Mental Health and NCD forums are officially appointed with clear TOR Ensure the smooth coordination of the diabetes community screening and testing project Ensure alignment of all District Mental Health and NCD plans to the National Development Plan Monitor the NCD 90 90 90 targets and implement and monitor plans for the District Map all NGO's, NPO's and state funded facilities managing Mental Health and NCD's within the District and ensure integration of services offered by them to all District implementation plans Facilitate capacity building for Sub-District Mental Health Coordinators, NCD and Mental Health Nurses Work with all relevant internal and external stakeholders to ensure implementation of the Mental Health and NCD programme through the OSS program. Monitor all NCD targets according to the District Operational Plan Compile monthly, quarterly and annual reports and submit to direct supervisor and Provincial directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. S Sibiya Tel No: (034) 2999 114
	:	All applications should be forwarded to the Human Resource Office, 34 Wilson Street, Umzinyathi Health District Office, Dundee, Private Bag X 2052, Dundee 3000
<u>FOR ATTENTION NOTE</u>	:	Mr. SAF Sikhakhane
	:	NB: Please note that due to financial constraints, there will be no payment of S & T claims.
<u>CLOSING DATE</u>	:	22 February 2021
<u>POST 04/132</u>	:	<u>CLINICAL PROGRAMME COORDINATOR – HEALTHY LIFESTYLE, SCHOOL HEALTH AND ORAL HEALTH LEVEL GRADE 1 REF NO: UMZIN 02/2021</u>
<u>SALARY</u>	:	R444 276 per annum. Other Benefits 13th cheque Medical aid: Optional Homeowner's allowance: Employee must meet prescribed requirements. Rural allowance on monthly claim basis

<u>CENTRE REQUIREMENTS</u>	: Umzinyathi Health District Office
	: For The Post: Grade 12/Matric certificate An appropriate B Degree/ National Diploma or equivalent qualification in Nursing PLUS Minimum of 7 years appropriate /recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Current Registration with SANC. Valid Driver's License – Code 8 plus Proof of Computer Literacy – Ms Office (Word, Excel, Outlook & PowerPoint) Attach Proof of previous and / or Current Employment verified, signed and stamped by HR Department/ Employer. Recommendations: Primary Health Care Experience in School Health. Experience in Health Promotion Knowledge, Skills and Competencies Required: Project management excellent management, facilitation, communication and interpersonal skills. Report writing abilities Financial Management skills Empathy and counseling skills and knowledge Ability to make independent decisions an ability to priorities issues and other work related matters and to comply with timeframes proven initiative, decisiveness and the ability to acquire new knowledge swiftly. A clear understating of challenges facing the Public Sector.
<u>DUTIES</u>	: Co-ordinate the Covid 19 Health Promotion strategy within the District and monitor the output whilst ensuring sustainability of the strategy Plan, organize and conduct community dialogues and events that convey health messages and practices which support health programme strategies. Support DOE with all Covid 19 and other outbreak responses as per regulations Form part of the DOE Covid 19 steering committees and offer health related guidance Co-ordinate the ISHP District committee, appoint committee member and schedule meetings Develop schools to meet the criteria required to become health promoting schools and ensure that this status is sustained. Develop operational plans to ensure that School Health Teams provide Integrated School Health Services. Ensure that School Health Teams work in collaboration with WBOT in implementing PHC Re-engineering activities. Co-ordinate the HPV Campaign viz, District microplan compilation, procurement and supporting Sub-Districts pre, during and post the campaign for monitoring purposes. Support oral health teams in providing comprehensive oral health services Conduct quarterly health oral health services Promote healthy lifestyle activities in the District and ensure these feature in the District newsletter Network with other provincial departments (OSS), NGO's and District Municipality to maximize resources and to provide quality school health services in the district Ensure proper supervision of outreach teams including school health, health promotion and oral health. Monitor indicators which measure health outcomes, provide support and report on findings to District Health Management. Report accurately, timeously and correctly to direct Supervisor and Provincial Office.
<u>ENQUIRIES APPLICATIONS</u>	: Mrs. S Sibiya Tel No: (034) 2999 114
	: All applications should be forwarded to the Human Resource Office, 34 Wilson Street, Umzinyathi Health District Office, Dundee, Private Bag X 2052, Dundee, 3000.
<u>FOR ATTENTION NOTE</u>	: Mrs. ML Mbatha
	: NB: Please note that due to financial constraints, there will be no payment of S & T claims.
<u>CLOSING DATE</u>	: 22 February 2021
<u>POST 04/133</u>	: <u>CLINICAL PROGRAMME CO-ORDINATOR: QUALITY MANAGER – GRADE 1 REF NO: IMBALCHC 01/2021 (X1 POST)</u>
<u>SALARY</u>	: R444 276 - R500 031 per annum Other Benefits: 13 th cheque, medical aid (optional), housing allowance (employee must meet prescribed requirements), 8% inhospitable allowance and uniform allowance.
<u>CENTRE REQUIREMENTS</u>	: Imbalenhle CHC
	: Grade 12 (senior certificate), Degree or diploma in general nursing and midwifery. Registration with south African Nursing Council (SANC) as a professional nurse. Current registration with SANC (SANC receipt 2021). A minimum of 7 years appropriate/ recognizable experience in nursing after registration as professional nurse. Proof of current and previous experience endorsed by Human Resource must be attached (certificate of service). Experience of at least 2 years in the implementation of quality projects and programmes. Recommendation: A valid code B driver's license. Knowledge, Skills, Training and Competencies Required: Knowledge of SANC regulations, health policies, current public services and health related legislations. Practical

experience in Quality Assurance and initiatives. Knowledge of National and Provincial Quality initiatives. Presentation and facilitation skills, assertiveness and diplomacy. High level of interpersonal relationship skills. High level of initiative and innovation. Good communication skills (written and verbal) Problem solving and decision making skills. Computer literacy in word processing in word processing and spread sheet packages. Data management.

DUTIES : Development and promote quality assurance culture within the institution. Facilitate formation of quality assurance committees and ensure effective functioning of these committees and that all staff participates in quality assurance programmes. Ensure that quality improvement programmes are initiated and implemented in order to address short-coming and non-compliances issues. Ensures and monitor the compliance of the institution to quality programs especially national core standards and NHI. Facilitate and participate in the development of institutional policies and protocols with regards to quality. Monitor, evaluate and reports on the delivery of quality care at institutional level including clinical care, waiting times and client experience at the institution. Co-ordinate internal quality clinical audits and make recommendations to bridge identified gaps. Maintains accurate reports and records of quality assessments and ensure timeous interventions on non-compliance. Provide advice on various aspects of quality care to all departments within the institution. Compile and submit monthly/quarterly reports to the CHC manager and institutional management for timeous submission to the district. Develop budget plan for the unit and exercise control over utilization of such budget. Represent the institution on the district quality improvement committee's. Manage the quality of information structures and mechanisms within the institution.

ENQUIRIES : Mrs NP Msomi Tel No: (033) – 398 9100 EXT: 9111
APPLICATIONS : Human Resources Department Imbalenhle Community Health Centre, Private Bag X 9104, Pietermaritzburg 3200 or Hand delivered at Imbalenhle Community Health Centre- HR, Unit 3, Thwala Road, Imbali, Pietermaritzburg.

NOTE : Imbalenhle Community Health Centre is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the institution. Preference will be given to African male and People with disability.

CLOSING DATE : 19 February 2021

POST 04/134 : **OPERATIONAL MANAGER – GENERAL (NIGHT DUTY) GRADE 1 REF NO: HRM 05/2021 (X1 POST)**
 Directorate: PAEDS

SALARY : Grade 1: R444 276 – R500 031 per annum. Other Benefits: Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements.

CENTRE : King Edward VIII Hospital
REQUIREMENTS : Matric/Senior certificate(Grade 12) or equivalent qualification, degree/Diploma in General Nursing Science and Midwifery, current registration with South African Nursing Council as Professional nurse and a midwife, current proof of registration with SANC for 2021, minimum of 7 years appropriate/recognizable experience as a Professional Nurse after registration as Professional nurse, proof of previous and current experience (certificate of service) and stamped by HR must be attached Recommendation: Computer literacy and Drivers license EB (08) Knowledge, Skills, Training, And Competencies Required: Knowledge of public service policies, Knowledge of nursing care processes and procedures, Leadership, organizational, decision making and problem solving abilities within the limit of public sector and institutional policy framework, financial and budgetary knowledge pertaining to the nursing care. Knowledge of policy directives informing HAST programmes in the department, good interpersonal relations including negotiating, conflict handling, counselling and disciplinary skills, Basic computer skills.

DUTIES : Ensure adequate coverage and supervision of staff in all units to allow provision of quality patient care in an efficient and cost effective manner, facilitate and strengthen implementation of health care services delivery policies, procedures clinical guidelines, protocols, plans and strategies aimed achieving service excellence. Professional/clinical-ethical standards within the applicable legal framework, participate and ensure implementation of norms and standards, national health priorities and quality improvement initiatives including national priority program plans, ensure a safe environment for both

	patients and staff at night, identify staff and student training needs, ensure the effective development takes place and monitor performance thereof, Demonstrate effective communication with staff, patients, colleagues, clinicians and other stakeholders including report writing and presentation, Ensure effective and efficient management and utilization of resources including staff material financial etc, exercise control of discipline, grievance and labour relations in terms of laid down policies and procedures, ensure effective date management at night, ensure all night services are coordinated, relieves night manager when not on duty
<u>ENQUIRIES</u>	: Mrs. NP Ngcobo Tel No: (031) 360 3026 Deputy Nursing Manager
<u>APPLICATIONS</u>	: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013.
<u>FOR ATTENTION</u>	: Mrs. NP Ngcobo Deputy Nursing Manager Tel No: (031) 360 3026
<u>NOTE</u>	: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. Persons with disabilities and African males are encouraged to apply, however, other race groups are also not restricted from applying
<u>CLOSING DATE</u>	: 26 February 2021
<u>POST 04/135</u>	: <u>CLINICAL NURSE PRACTITIONER REF NO: MONT 01/2021 (X1 POST)</u>
<u>SALARY</u>	: Grade 1: R383 226 per annum Grade 2: R471 333 per annum
<u>CENTRE</u>	: Esidumbini Clinic
<u>REQUIREMENTS</u>	: Senior Certificate or Equivalent qualification. Degree/Diploma in General Nursing and Midwifery. A Post Basic qualification with a duration of at least one year accredited with SANC in Primary Health Care. Current registration with SANC as a General Nurse and Midwife. 2021 SANC Annual practicing certificate (2021 receipt or proof thereof). Proof of current and previous experience endorsed by Human Resource Department. Experience: Grade 1: A minimum of 04 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least ten years of the period referred to above must be appropriate/recognizable experience in the Maternity after obtaining the 1-year post basic qualification in Primary Health Care. Certificates of service must be attached as proof of experience.
<u>DUTIES</u>	: Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. To execute duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties/functions within the prescripts of all applicable legislation. To provide quality comprehensive primary health care. Maintain client satisfaction through quality service, innovation and professional nursing care by upholding the principles of Batho Pele and the standards set by the accreditation process. Ensure provision of educational services to clients. Ensure proper utilization of resources and exercise care of the Government Property. Plan and organize services to ensure cost effective use of resources. Assess staff requirements based on workload. Identify area for improvement, problems etc and communicate these to sister in charge.

**ENQUIRIES
APPLICATIONS**

**FOR ATTENTION
NOTE**

CLOSING DATE

POST 04/136

SALARY

**CENTRE
REQUIREMENTS**

DUTIES

Compile and analyze monthly statistics and use the information for future planning. Maintain clients' satisfaction through quality services. Maintain clinical competence by ensuring that specific principles of nursing care are within the legal requirements. Appropriate medication and treatment is created and maintained to ensure safe nursing care within the legal requirement.

Ms SG Ndlovu Tel No: (033) 506 7000

All applications should be forwarded to: The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236.

Human Resource Manager

Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

26 February 2021

CLINICAL NURSE PRACTITIONER (PHC) GRADE 1 & 2 REF NO: STC 04/2021 (X1 POST)

Grade 1: R383 226 per annum

Grade 2: R471 333 per annum

Other Benefits: 13th Cheque, housing allowance (employee must meet prescribed conditions) Medical Aid (optional) and 8% Rural Allowance St Chads

Senior certificate or Grade 12.Degree/Diploma in General Nursing and Midwifery. Current registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery (2021).Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with a duration of at least one (1) year. Certificate of Service Endorsed by Human Resource Department. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least one year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Experience: **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General nursing. At least 10 years must be appropriate/ recognisable experience after obtaining the one year Post Basic qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Knowledge, Skills, Training AND Competencies Required: Knowledge of SANC rules and regulations. Knowledge of legislative framework and departmental prescripts. Ability to formulate patients care related policies. Knowledge of provincial acts and national acts policies. Knowledge of sound nursing care delivery approaches .Basic financial management skills. Knowledge of human resource management. Ability to formulate vision, mission and objectives of the unit. Communication skills and decision making. Ability to provide mentoring and coaching. Have leadership and supervisory skills.

Provision of nursing comprehensive of service according to PHC CORE packages. Provision of holistic health care approach (preventative, promotive, curative and rehabilitative) services. Provision of administration services.

Involvement with community stakeholder meetings and various committees. Provision of staff development through EPMDS management, clinical teaching, trainings, workshops and continuous evaluation of employees. Sit in different facility meetings. Responsible for screening, diagnosing and treatment and care of patients at Primary Health Care level. Initiate community projects, involvement in Operation Sukuma Sakhe projects. Ensure safe and clean environment according to IPC standards. Utilize human and other resources efficiently in a cost effective manner. Work as part of multi-disciplinary team to ensure quality nursing care and quality standards (Ideal Clinic Realization, Norms and Standards) are met. Be involved in clinical audits. Ensure Data management. Advocate for nursing ethics and professionalism. Conduct health awareness/campaigns and ensure priority programmes indicators are achieved. Shift work may include straight shift and flexi hours and may include re-adjustments as required to provide adequate nursing coverage.

**ENQUIRIES
APPLICATIONS**

: Mrs C.I.Ndlovu Tel No: (036) 6379600
: All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X 9950 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

**FOR ATTENTION
NOTE**

: Mr S.D.Mdletshe
: Applications must be submitted on the prescribed Amended Z83, Application for Employment Form effective 01/01/2021 which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications(not copies of previously certified copies), registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A).Persons with disabilities should feel free to apply for the post. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting),credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC).Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. Non-RSA Citizens/ Permanent Residents/ Work Permit holders must submit documentary proof together with their applications All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

CLOSING DATE

: 23 February 2021

POST 04/137

: **CLINICAL NURSE PRACTITIONER REF NO: MONT 02/2021 (X1 POST)**

SALARY

: Grade 1: R383 226 per annum
Grade 2: R471 333 per annum

**CENTRE
REQUIREMENTS**

: Chibini Clinic
: Senior Certificate or Equivalent qualification. Degree/Diploma in General Nursing and Midwifery. A Post Basic qualification with a duration of at least one year accredited with SANC in Primary Health Care. Current registration with SANC as a General Nurse and Midwife. 2021 SANC Annual practicing certificate (2021 receipt or proof thereof). Proof of current and previous experience endorsed by Human Resource Department. Experience: **Grade 1:** A minimum of 04 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in General Nursing.**Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least ten years of the period referred to above must be appropriate/recognizable experience in the Maternity after obtaining the 1-year post basic qualification

		in Primary Health Care. Certificates of service must be attached as proof of experience.
<u>DUTIES</u>	:	Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. To execute duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties/functions within the prescripts of all applicable legislation. To provide quality comprehensive primary health care. Maintain client satisfaction through quality service, innovation and professional nursing care by upholding the principles of Batho Pele and the standards set by the accreditation process. Ensure provision of educational services to clients. Ensure proper utilization of resources and exercise care of the Government Property. Plan and organize services to ensure cost effective use of resources. Assess staff requirements based on workload. Identify area for improvement, problems etc and communicate these to sister in charge. Compile and analyze monthly statistics and use the information for future planning. Maintain clients' satisfaction through quality services. Maintain clinical competence by ensuring that specific principles of nursing care are within the legal requirements. Appropriate medication and treatment is created and maintained to ensure safe nursing care within the legal requirement.
<u>ENQUIRIES</u>	:	Ms SG Ndlovu Tel No: (033) 506 7000
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. <u>NB:</u> Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will <u>NOT</u> be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.
<u>CLOSING DATE</u>	:	26 February 2021
<u>POST 04/138</u>	:	<u>CLINICAL NURSE PRACTITIONER GR 1 REF NO: 02/2021 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R383 226.per annum, (OSD). Other Benefits: 13 TH Cheque, 12 % rural allowance, Medical aid (optional), Housing Allowance (employee to meet prescribed requirements)
<u>CENTRE</u>	:	Othobothini Community Health Centre
<u>REQUIREMENTS</u>	:	Senior Certificate / STD 10/ Grade12. Basic R425 qualification (Diploma/ Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Proof of current registration with SANC .Registration with SANC in General Nursing, Midwifery and Primary Health Care. Post basic nursing qualification (of at least 1 year) in Clinical Nursing Science, Health Assessment, Treatment and care accredited with SANC.A Minimum of 4years appropriate /recognizable experience in nursing after registration as professional Nurse with SANC in General Nursing. Knowledge, Skills, Attributes and Abilities: Knowledge of Nursing care and procedures. Knowledge of SANC Rules and Regulations and other relevant Legal Framework. Knowledge of Quality Assurance programmes, Batho- Pele principles and Patient Rights Charter Human Resource Management and basic financial management skills .Leadership, Supervisory and reporting writing

	skills. Good communication, Counsel, Interpersonal relations, Conflict Management, Decision making and Problem solving skills.
<u>DUTIES</u>	: Ensure the efficient and effective control of surgical sundries. Pharmaceutical, equipment and miscellaneous stores. Screening, diagnosing and treatment of patients. Maintain accurate and complete patients according to legal requirements. Assist in compiling and updating of procedural guidelines .Identify problems, arrears needing improvement and communicate them to Operational Manager. Co-ordination of Service within the institution and other services related to community health (NGO's,CBO's,CHW).Ensure supervision, provision and basic patient's needs. Evaluate and follow up patients during clinic visits. Promotes preventive health for clients. Initiate treatment, implementation of programs and evaluation of patient clinical conditions. Attend and participate during doctors' visits, provide education to patients, staff and public. Assess in service training needs, planning and implementation of training.
<u>ENQUIRIES</u>	: Ms. N.I Mthethwa Tel No: (035) 572 5590 or 083 204 3264
<u>APPLICATIONS</u>	: Please forward applications quoting reference number to: The Human Resources Manager, Othobothini CHC, Private Bag X 012, Jozini, 3969 or hand deliver to Othobothini CHC HR Department.
<u>NOTE</u>	: Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za . Certified copies of ID, Std 10 certificate, educational qualifications, where experience is required a confirmation letter of relevant experience from the employer on an official letterhead (not certificate of service) must be submitted together with your CV. People with disabilities should feel free to apply. Applicants in possession of foreign qualifications must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA). Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.
<u>CLOSING DATE</u>	: 26 February 2021
<u>POST 04/139</u>	: <u>PARAMEDIC GRADE1, 2 3 & 4 REF NO: UMZIN/ EMS 01/2021 (X1 POST)</u>
<u>SALARY</u>	: Grade 1: R254 382 per annum Grade 2: R318 042 per annum Grade 3: R392 151 per annum Grade 4: R461 940 per annum Plus 13th cheque. Danger allowance Medical Aid (Optional) Home Owner's Allowance (Employee must meet the prescribed requirements)
<u>CENTRE</u>	: Umzinyathi Health District Station Nqutu Sub-District
<u>REQUIREMENTS</u>	: Grade 12 (Senior Certificate) or equivalent Qualification. CCA or National Diploma, Registration with HPCSA as Paramedic Valid C1 driver's license with PrDP (G.P) Current registration with HPCSA Proof of work experience signed by HR. Grade 1: No experience required Grade 2: Requires 7 years' experience after registration as a Paramedic (CCA) Grade 3 Requires 14 years' experience after registration as a Paramedic (CCA) Grade 4 Requires 24 years' experience after registration as a Paramedic (CCA). Knowledge, Skills And Competencies Required Possess knowledge of advance life support protocols Have understanding of EMS and its line of business Possess knowledge of Rules and Regulations of Road Traffic Ordinance Emergency Medical Rescue Service operations procedures Ability to maintain professionalism under diverse circumstances. Ability to communicate fluently verbally and in writing. Have a Practical Patient Management Skills.
<u>DUTIES</u>	: Maintain Vehicle and medical equipment check he allocated Vehicle and equipment and complete the check list. Wash, clean and disinfect the interior /exterior of the vehicle. Treat and Transport patients to hospital from scene in accordance with the advanced life support protocols. Change and replenish surgical sundries and medical-gases and ensure that all items are used before expiry date. Maintain the vehicle in a clean condition and good working order at all times. Use all equipment and government property as per laid down policies and procedures. Maintain best clinical practices in accordance with quality standards and maintaining continuous Professional Development (CPD). Assistant in maintaining a clean and tidy base. Complete and submit

all appropriate paperwork to the shift leader before the termination of the shift. Hand over the vehicle and equipment to the next shift/relevant Maintain accurate and reliable records at all times. Perform over time duties in accordance with EMS Policy when required. Provide orientation and supervised training with regards to ALS. Actively participate in training and quality assurance programs.

ENQUIRIES : Mr. IL Mbatha Tel No: (034) 2191 015
APPLICATIONS : Must be forwarded to Hand delivered at: 34 Wilson Street the District Director Dundee 3000 Umzinyathi Health District Office, Private Bag X 2052, Dundee, 3000
FOR ATTENTION : Ms. PN Ngobese
CLOSING DATE : 22 February 2021

DEPARTMENT OF TREASURY

The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.

APPLICATIONS : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road Pietermaritzburg 3200 Emailed applications are accepted, please attach only one PDF file of all the required documents (signed, dated and certified) and email to recruitment@kzntreasury.gov.za indicating the post title and its reference number in the subject line.

FOR ATTENTION : Ms L Mthimunya
CLOSING DATE : 19 February 2021

NOTE A new application for employment Z83 form is applicable from the 1st January 2021. The Z83 new application form can be downloaded at www.dpsa.gov.za-vacancies. Application must be accompanied by a detailed CV, together with certified copies of your qualification certificates including Matric and ID. *It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Non-South African citizens or permanent residency holders must submit a documentary proof together with their applications The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected to the verification of qualifications, reference checks as well as a criminal record check and competency assessment. Correspondence will be limited to shortlisted candidates only and if you have not been contacted within 3 months of the closing date, please regard your application as unsuccessful. The successful candidate is required to enter into an employment contract and a performance agreement. Shortlisted candidates will be subjected to security vetting. The successful candidate has to disclose his/her financial interests. Shortlisted candidates will undergo a compulsory competency assessment and a technical exercise. Targeted: Females and people with disabilities who meet the requirements.

MANAGEMENT ECHELON

POST 04/140 : **CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: KZNPT 21/01**

SALARY : R1 251 183 (All-inclusive package) per annum. (A remuneration package)
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : An NQF Level 8 post graduate degree in Supply chain Management/Law or Commerce. A minimum of 5 years Senior Management experience in a Supply Chain Management environment. The recommended candidate has to produce an SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to appointment. A valid driver's license, and in the case of persons with disabilities who are unable to personally drive, proof of the ability to meet work related travel commitments is required skills, knowledge and competencies: Knowledge of, Public Finance Management Act (PFMA and Treasury Regulations, Division of Revenue Act, Public Service Regulatory Framework, Public Finance Management-best practices, National Treasury Guideline documents, South Africa's fiscal and monetary policy, Provincial policy priorities, Performance budgeting-best practices and guidelines, Budget formulation, extensive working knowledge of the public sector, particularly in the public finance sphere, Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Access of information Act and Administrative Justice Act. Problem-solving, analytical and numeracy skills, quantitative and econometric (statistical) analysis, reporting writing and

general (academic) writing skills, verbal communication and presentation skills, good interpersonal relations, computer literacy, research and analysis, facilitating/chairing meetings, monitoring and forecasting Project management, budgeting and budgeting systems, performance budgeting and strategic planning.

DUTIES

: Ensure the development, implementation and maintenance of all transversal SCM policies, procedure manuals and guidelines in the Departments, Municipalities and Public Entities. Ensure the provisioning of advice, guidance and support as well as monitoring compliance to Supply Chain Management prescripts in all Provincial Departments, Municipalities and Public Entities. Ensure the management of the information collection and collation process, including analysis thereof, relating to Supply chain Management within the Province. Ensure the provisioning of an effective and efficient transversal office management support services to the Supply Chain Management Unit in term of various legislative mandates. Ensure the effective and efficient management of resources

ENQUIRIES

: Ms. S Moodley Tel No (033) 897 4559

**PROVINCIAL ADMINISTRATION: NORTH WEST
OFFICE OF THE PREMIER**

- APPLICATIONS** : Please email your applications quoting the reference number to OOPRecruitment@nwpg.gov.za.
- CLOSING DATE** : 19 February 2021
- NOTE** : The Office of the Premier is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. People with disabilities who meet the requirements are encouraged to apply. The Employment Equity plan of the Office will be considered when filling these positions. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Applications should include certified copies (not older than 6 months) of ID and Qualifications as well as a comprehensive CV with three contactable referees. Failure to submit the required documents will result in your application not being considered. Late applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the above positions will be required to undergo personnel suitability checks, which includes, criminal records, citizenship, financial checks, qualification verification by SAQA and previous employment (Reference checks). It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority. If you do not hear from the Office three months from the date of the advertisement consider your application unsuccessful. The office reserves the right to not fill the position.

OTHER POST

- POST 04/141** : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: NWP/OOP/2021/01**
Purpose: To manage and facilitate the provision of Employee Health and Wellness services
- SALARY** : R376 596 per annum (Level 09)
- CENTRE** : Mahikeng
- REQUIREMENTS** : A Bachelor's degree in Psychology or a Social Work. Registration with the Health Professions Council of South Africa (HPCSA) or as a Social Worker with the South Africa Council for Social Services Professions (SACSSP). 5 years' experience with 3-5 years' experience in Employee Health and Wellness of which 2 years should be at a supervisory level. Computer literacy in MS Office packages. Valid Driver's license. The incumbent must be willing to travel. Knowledge, Skills & Competencies: Knowledge and experience in HIV and AIDS, and TB management, Wellness Management, and Safety, Health, Environment, Risk and Quality (SHERQ) management as well as promotion of health and productivity. Knowledge of Government legislation pertaining to Employee Health & Wellness Programme, Human Resource Management, Managing Performance and Supervision. Ability to maintain strict confidentiality, handle conflict situations, write reports and make presentations.
- DUTIES** : Manage the quality of life within the Office through designing and implementation of employee assistance and wellness programmes; Coordinate the provision of psychosocial, individual and organizational wellness. Coordinate the provision of physical wellness and monitor and evaluate the impact of the wellness programme in the Office. Conduct counselling, group work, crises intervention, trauma debriefing and running workshops and promoting employee wellness. Developing workshops material, questionnaire design and data collection. Data capturing, data analysis and write reports. Coordinate Employee Health and wellness events. Develop and maintain effective client record keeping system and provide statistical and other reports as directed. Provide support and advice to management of Employee Health and wellness issues. Ensure adherence to the required legal and ethical requirements of Employee Wellness and Workplace HIV and AIDS services. Manage the performance of Staff and regularly ensure assessment of their performance.
- ENQUIRIES** : Ms BC Maseng Tel No: (018) 388-3440

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH**

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

OTHER POSTS

POST 04/142 : **DEPUTY DIRECTOR: MANAGER - HOSPITAL DEVELOPMENT**
(3-Year Contract Post – Renewable)
Directorate: Project Office Tygerberg Hospital Redevelopment (Facilities and Infrastructure Management)

SALARY : R733 257 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate Degree in a built environment discipline at NQF Level 7 as recognised by SAQA. Experience: Extensive experience in Project Management of built environment projects. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Physically fit and healthy enough to walk long distances in the confines of a building and on a construction site. Ability to work extended hours (after hours and weekends) when required. Competencies (knowledge/skills): Knowledge and experience of programme and project management processes and methodologies related to the built environment, including project planning, financial management, information systems, monitoring and reporting. Experience in the role of Project Manager or Principal Agent on complex projects involving multiple stakeholders and professional disciplines. Experience in planning and/or delivery of complex health facilities. Built environment contract management skills (legal and financial). Knowledge and experience in the application of relevant public sector legislation (e.g. PFMA, GIAMA, SPLUMA, NEMA, NBRA) and infrastructure delivery processes and systems, with particular reference to the National Treasury PPP Regulation 16, Infrastructure Delivery Management System and Preferential Procurement Policy Framework. Advanced computer literacy (Microsoft Office) and Project Management software and ability to produce graphics using Microsoft Visio or equivalent available application. Excellent verbal and written communication skills including presentations. The ability to independently analyse information and produce documents of a high standard.

DUTIES : Infrastructure Planning for the Redevelopment of Tygerberg Hospital comprising development of new Central Hospital, new Regional Hospital and Enabling Works. Conduct engagements with Stakeholders and Interested and Affected Parties. Assist with procurement of the PPP Contract for the new Central Hospital, including the development of Performance Specifications related to spatial quality, environmental sustainability, resource efficiency, affordable solutions, and strategies to increase positive socio-economic impact of the project including BBBEE. Assist with management of the PPP contract including the preparation of contract documentation as required i.t.o. PPP regulations. Manage the programme for delivery of the public sector components of the redevelopment of Tygerberg Hospital in accordance with the Infrastructure Delivery Management System. Assist with Administration of the Tygerberg Hospital Redevelopment Project Office, including risk management, and attend training programmes and conferences as identified for meeting performance targets.

ENQUIRIES : Ms L Spieringshoek-Martins Tel No: (021) 483-0859

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 19 February 2021

<u>POST 04/143</u>	:	<u>ULTRASOUND RADIOGRAPHER GRADE 1 TO 3</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R395 703 per annum Grade 2: R466 119 per annum Grade 3: R549 066 per annum
<u>CENTRE REQUIREMENTS</u>	:	Drakenstein PHC Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with professional council: Registration with the HPCSA as an Ultrasound Radiographer. Experience: Grade 1: None for SA qualifies employees. Grade 2: Minimum of 10 years relevant experience after registration with HPCSA in Radiography (Ultrasound) in respect of SA qualified employees. Grade 3: Minimum of 20 years relevant experience after registration with HPCSA in Radiography (Ultrasound) in respect of SA qualified employees. Inherent requirements of the job: A valid driver's licence and willingness to travel within the Sub District. Competencies (knowledge/skills): Computer literacy in word processing, data management and analysis and be able to serve patients in at least two of the three official languages of the Western Cape. Ability to work independently and in a team with good interpersonal skills. Thorough knowledge of ante-natal-, ante-natal Doppler-, gynaecology- and abdominal- ultrasound studies. Completion of supplementary courses in diagnostic ultrasound and knowledge and interest in teaching in Obstetrics and Gynaecology at both undergraduate and post-graduate level.
<u>DUTIES</u>	:	Provide a comprehensive diagnostic ultrasound service at an advanced level with the main focus on Obstetrics and Gynaecology (O&G) imaging in Drakenstein Sub District. General care of patients as part of a Multi-Disciplinary team. Effective administration within the ultrasound unit regarding patient service, appropriate referral as well as equipment management. Maintain case records and statistics. Supervise, train and assess junior colleagues. Actively take part in CPD- program, as learner as well as In-service training.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr R Gaffoor Tel No: (021) 877-6400 Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals whom apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	19 February 2021
<u>POST 04/144</u>	:	<u>ASSISTANT DIRECTOR: SECURITY SERVICES</u> Directorate: Facilities Management Sub Directorate: Security Services Management
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	(Based at Cape Town Head Office)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Degree/Diploma in Security Risk Management / Police / Law or related. Experience: Appropriate experience in a security related field. Inherent requirements of the job: Willing to travel throughout the Western Cape Province. Valid (Code B/EB) drivers licence. PSIRA Grade B Certification. SSA Security Management Course. ISO 31000: Risk Management. Competencies (knowledge/skills): Extensive hands-on experience in Security Management. Security development and management of such projects. Sound knowledge and understanding of safety and security legislation. Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape Province. Proven computer literacy. Report writing and analytical skills. Sound Management and Facilitation and presentation skills.
<u>DUTIES</u>	:	Influence Security Governance within the Department. Facilitate the implementation of ISO aligned Security Methodologies for people, processes, and technology within the Department. Embed a positive security culture within

		the Department. Participate in Directorate Resource Optimisation and supervise staff. Internal and External stakeholder engagement.
<u>ENQUIRIES</u>	:	Mr A Punwasi Tel No: (021) 483 – 9030
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	19 February 2021
<u>POST 04/145</u>	:	<u>QUALITY ASSURANCE CO-ORDINATOR</u>
		Cape Winelands Health District
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Cape Winelands District Office (based in Ceres)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 4 year Health related Diploma/degree or equivalent qualification that is registrable with any of the statutory bodies of South Africa. Experience: Appropriate experience in Quality Assurance (QA). Appropriate experience in Infection Prevention Control (IPC), Occupation Health and Safety (OH&S). Experience in Management. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel extensively within the Rural Districts. Competencies (knowledge/skills): Ability to analyze and interpret Health Systems Information, compile reports and present the data to direct planning. Knowledge of Project and Financial Management. Good organizational, interpersonal, creative problem solving and research skills. Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Support the Health Establishment staff with the implementation of the Ideal Clinic Realization and Maintenance (ICRM) and Ideal Hospital requirements in preparation for the Office of Health Standards Compliance (OHSC). Ensure the maintenance of the Infection Prevention and Control (IPC) standards. Establish measures that will ensure health and safety of staff and users. Help build the competency of staff by identifying, planning and addressing Quality Improvement (QI), Infection Prevention and Control (IPC) and Occupational Health and Safety training needs and maintaining and updating the Health Establishment training data base. Monitor data quality in the Health Establishment.
<u>ENQUIRIES</u>	:	Ms S Neethling Tel No: (023) 348-8120, Dr E Titus, Tel No: (023) 316- 9603
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test and competency assessment.
<u>CLOSING DATE</u>	:	19 February 2021
<u>POST 04/146</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT</u>
		Directorate: Information Management
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	(Head Office, Cape Town)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in health information management. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Willingness to travel and overnight. Willingness to work overtime when required. Competencies (knowledge/skills): Advanced computer literacy especially in MS Office with good numerical and analytical skills to support the compilation, interpretation and analysis of reports. Good knowledge of monitoring and evaluation of performance, National and Provincial Information Management policies, processes and standard operating procedures. Knowledge of the information systems utilised by the WCG: Health e.g. Sinjani, Clinicom, PHCIS, Ideal Facility, Business Intelligence, Tier etc. Good leadership, interpersonal and communication (verbal and written English) skills. Advanced computer skills in MS Office.
<u>DUTIES</u>	:	Assist with the operational planning and project management within the component and sub-directorate. Support development and implementation of information policies, data collection tools, definitions, standard operating procedures etc. according to NDOH and Provincial requirements. Regular stakeholder engagement, support and feedback (written and verbal) to all levels of the health service within the province and nationally. Interrogate data

		and generate reports for stakeholders for policy making, planning, monitoring, co-ordination, research and evaluation of the Health Service in the Province. Ensure good quality data, compliance and adherence to legislative target dates. Conduct health services support visits and provide support during the provincial performance information audit.
<u>ENQUIRIES</u>	:	Ms S Brinkmann Tel No: (021) 483- 8046
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may have to complete a skills competency test.
<u>CLOSING DATE</u>	:	19 February 2021
<u>POST 04/147</u>	:	<u>ARTISAN FOREMAN GRADE A (REFRIGERATION AND AIR CONDITIONING)</u> Head Office, Cape Town
<u>SALARY</u>	:	Grade A: R304 263 per annum
<u>CENTRE</u>	:	Directorate: Engineering and Technical Support (Based at Bellville Mobile Workshop)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate Trade Test Certificate. Experience: Five years post qualification experience in a relevant field. Inherent requirement of the job: Valid (Code B) driver's licence. Competencies (knowledge/skills): Good communication skills. Conversant with the requirements of the General machinery regulation and the Occupational Health and Safety Act. Registration with the SAQCC Gas would be desirable.
<u>DUTIES</u>	:	Repairs of air conditioning and refrigeration equipment and plant including cold-rooms and heat pumps. Install specialised systems and perform preventative maintenance on critical and specialised equipment. Do quality assurance on all maintenance and repair work performed and keep register of all work done. Stock control and management of job cards. Compile and submit reports as required and provide input on the operational plan of the workshop. Supervise the workshop staff and perform related administrative duties and mentor technical staff in the application of new technologies and procedures. Ordering, procurement and control of maintenance material and equipment for the workshop.
<u>ENQUIRIES</u>	:	Mr S Reichert Tel No: (021) 830-3768/ L Semono Tel No: (021)830-3770
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	19 February 2021
<u>POST 04/148</u>	:	<u>ADMINISTRATION CLERK: REGISTRY</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R173 703 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience. Appropriate experience in a filing and/or archiving environment. Competencies (knowledge/skills): Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape. Good computer (MS Word, Excel, Outlook) skills. Knowledge of policies regarding registry and archives. Good interpersonal skills, responsibility, honesty and ability to maintain confidentiality, as well as ability to effectively multi-task, function independently and under pressure.
<u>DUTIES</u>	:	Effective and efficient daily operations of the registry and archives section. Effective and efficient photocopying, reproduction and distribution of documents. Effective daily use and maintenance of all registry equipment/machinery. Effective, compliant and efficient filing, issuing, control and monitoring of personnel files. Efficient and confidential handling of mail. Maintaining updated registers. Effective support of the HR and Finance functions.
<u>ENQUIRIES</u>	:	Mr JP Arendse Tel No: (023) 348 1125
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	19 February 2021

<u>POST 04/149</u>	:	<u>PORTER</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R102 534 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic reading, writing and numerical skills. Experience: Appropriate experience in the porter services. Inherent requirements of the job: Willingness to work shifts including nightshift, weekends and on public holidays. Must be able to work standby including weekends and on public holidays. Must be of sober habits, physically fit to lift patients and heavy equipment. Physically able to be on one's feet for long periods. Must be prepared to handle bodies (corpses). Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Knowledge of the safe infection prevention methods. Ability to work independently, under pressure, unsupervised and in a team context.
<u>DUTIES</u>	:	Efficient and safe handling and transportation of patients. Assist with the loading of patients in/out of ambulances/vehicles. Render assistance to nursing staff with the transfer of patients to beds/trolleys and vice versa. Effectively and efficiently managed Mortuary Services, including transportation of corpses from wards to the mortuary and entering detail in mortuary register. Efficiently and effectively controlled equipment and reporting any defects to trolleys/wheelchairs to supervisor. An effectively supported HR function.
<u>ENQUIRIES</u>	:	Mr JP Arendse Tel No: (023) 348-1125
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester, 6850.
<u>FOR ATTENTION</u>	:	Ms H Swart
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	19 February 2021
<u>POST 04/150</u>	:	<u>DRIVER (LIGHT DUTY VEHICLE)</u> Cape Winelands Health District
<u>SALARY</u>	:	R102 534 per annum
<u>CENTRE</u>	:	Witzenberg PHC
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic and numeracy and literacy skills. Experience: Appropriate experience in transportation of personnel and goods. Inherent requirements of the job: Valid code (C1/EC) (Code 10) driver's licence. Valid Public Driving Permit (PDP). Willingness to work overtime and to perform standby duties. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills. Ability to accept accountability and responsibility and to work independently. Knowledge of Transport Circular 4 of 2000 and good knowledge of road networks in the Ceres Hospital – Witzenberg Sub-District (Cape Winelands District).
<u>DUTIES</u>	:	Daily transporting of official passengers, post, packages, medication, goods and equipment. Ensure accurate completion of logbooks. Deliver and collect blood products from Worcester Blood Services. Conduct routine maintenance, cleaning of Government vehicles and conduct routine inspection of vehicles and report defects. Perform routine administrative duties when required and respond to emergencies when necessary. Relief staff within the component when required and render support to supervisor.
<u>ENQUIRIES</u>	:	Mr. W Haywood Tel No: (023) 316-9640
<u>APPLICATIONS</u>	:	The Manager: Medical Services, Ceres Hospital Private Bag X 54, Ceres, 6835.
<u>FOR ATTENTION</u>	:	Mr. W Owen
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	19 February 2021